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भारत सरकार,
कार्मिक, लोक शिकायत तथा पेंशन मंत्रालय,
कार्मिक एवं प्रशिक्षण विभाग,
कर्मचारी चयन आयोग,
ब्लॉक सं-12, केन्द्रीय कार्यालय परिसर,
लोधी रोड, नई दिल्ली -110003.

Government of India,
Ministry of Personnel, Public Grievances & Pensions,
Department of Personnel and Training,
Staff Selection Commission,
Block No. 12, CGO Complex, Lodhi Road, New Delhi - 110003.

(To be uploaded on the website of the Commission (https://ssc.nic.in) on 29-06-2020)

NOTICE

Junior Hindi Translator, Junior Translator and Senior Hindi Translator Examination, 2020

Submission of online applications: 29-06-2020 to 25-07-2020
Last date and time for receipt of applications: 25-07-2020 (23:30)
Last date and time for making online fee payment: 27-07-2020 (23:30)
Last date and time for generation of offline Challan: 29-07-2020 (23:30)
Last date for payment through Challan (during working hours of Bank): 31-07-2020
Date of Computer Based Examination (Paper-I): 06-10-2020
Date of Paper-II (Descriptive Paper): 31-01-2021

"GOVERNMENT STRIVES TO HAVE A WORKFORCE WHICH REFLECTS GENDER BALANCE AND WOMEN CANDIDATES ARE ENCOURAGED TO APPLY"

F.No.3/3/2020-P&P-II**.** The Staff Selection Commission will hold an open competitive examination for recruitment of Group 'B' Non-Gazetted posts of Junior Hindi Translator, Junior Translator and Senior Hindi Translator for various Ministries/ Departments/ Organizations in the Government of India. The details of various posts are as under:

Code	Name of the post	Pay scale
A	Junior Translator in Central Secretariat Official Language Service (CSOLS)	Level-6 (Rs.35400- 112400)
B	Junior Translator in M/o Railways (Railway Board)	Level-6 (Rs.35400- 112400)
C	Junior Translator in Armed Forces Headquarters (AFHQ)	Level-6 (Rs.35400- 112400)
D	Junior Translator (JT)/ Junior Hindi Translator (JHT) in subordinate offices who have adopted Model RRs of DoP&T for JT/ JHT	Level-6 (Rs.35400- 112400)
E	Senior Hindi Translator in various Central Government Ministries/ Departments/ Offices	Level-7 (Rs.44900- 142400)

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2. **Vacancies:** Tentative vacancies are:

2.1. Junior Translator/ Junior Hindi Translator: 275

2.2. Senior Hindi Translator: 8

2.3. The vacancies are tentative. Any change in the number of vacancies will be intimated through the website of the Commission.

3. **Reservation and suitability of posts for Persons with Disabilities:**

3.1. Reservation for Scheduled Castes (SC)/ Scheduled Tribes (ST)/ Other Backward Classes (OBC)/ Economically Weaker Sections (EWS) and Persons with Disabilities (PwD) etc would be as determined and communicated by the Indenting Ministries/ Departments/ Offices, as per extant to Government Orders.

3.2. The Commission makes selection of candidates in pursuant to the vacancies reported by the concerned User Departments for various posts. The Commission does not have any role in deciding the number of vacancies of any User Department. Implementation of reservation policy, maintaining reservation roster and earmarking of vacancies for different categories comes under the domain of the User Departments.

3.3. The posts of Junior Hindi Translator, Junior Translator and Senior Hindi Translator have been identified suitable for the persons suffering from disabilities of One Arm Affected (OA), One Leg Affected (OL), One Arm & Leg Affected (OAL), Both Legs Affected (BL), Both Legs & One Arm Affected (BLOA), Blind (B), Low Vision (LV) and Hearing Handicapped (HH) as per guidelines of M/o Social Justice and Empowerment.

Note: As the "Rights of Persons with Disabilities Act, 2016" has come into force with effect from 19.04.2017 and new categories of disabilities such as Autism, Dwarfism, Acid Attack victims, Muscular Dystrophy, Intellectual Disability, Specific Learning Disability, Mental Illness and Multiple Disabilities, etc have been included. Therefore, the candidates with such disabilities may also apply giving details of their disabilities in the online Application Form. However, their selection will be subject to identification of posts suitable for these categories as well as reporting of vacancies by the Indenting Departments. Candidates suffering from various disabilities as identified vide DoP&T OM No: 36035/02/2017-Estt (Res) dated 15.01.2018 (para-2.2) may select following PwD categories in the online Registration/ Application Form:

S. No.	Type of Disability	Category of disability to be selected in Registration/ Application form
(a)	Blindness and low vision	VH
(b)	Deaf and hard of hearing	HH
(c)	Locomotor disability, leprosy cured, dwarfism, acid attack victims and muscular dystrophy.	OH
(d)	Autism, intellectual disability, specific learning disability and mental illness.	Others
(e)	Multiple disabilities from amongst persons under clauses (a) to (d) including deaf-blindness.	

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3.4. Junior Hindi Translator, Junior Translator and Senior Hindi Translator being Group 'B' posts, there is no reservation for Ex-Servicemen (ESM) category. However, benefit of age-relaxation will be admissible to ESM candidates, as per extant Govt. Orders.

3.5. Requirement of Physical Standard, Physical Efficiency Tests and Medical Standards for the posts of Junior Translators in BRO is available at **Annexure-XIV**. Candidates may ensure that they fulfill all the required standards before opting for the post of Junior Translator in BRO. Posts once allocated as per merit-cum-preference given by the candidates will not be changed subsequently due to failure of the candidates to qualify in these Standards.

3.6. Only male candidates are eligible for the posts of Junior Translator in the Border Roads Organization (BRO).

4. **Nationality/Citizenship:** A candidate must be either:

4.1. A citizen of India, or

4.2. A subject of Nepal, or

4.3. A subject of Bhutan, or

4.4. A Tibetan refugee who came over to India, before the 1st January, 1962, with the intention of permanently settling in India, or

4.5. A person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka, East African countries of Kenya, Uganda, the United Republic of Tanzania (Formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India.

4.6. Provided that a candidate belonging to categories 4.2 to 4.5 above shall be a person in whose favour a certificate of eligibility has been issued by the Government of India.

4.7. A candidate in whose case a certificate of eligibility is necessary may be admitted to the Examination but the offer of appointment will be given only after the necessary eligibility certificate has been issued to him by the Government of India.

5. **Age Limit**:

5.1. 18 to 30 years as on 01-01-2021 i.e. candidates born not before 02-01-1991 and not later than 01-01-2003 are eligible to apply**.**

5.2. Permissible relaxation of Upper age limit prescribed under para-5.1 above and Category codes for claiming age relaxation will be as follows:

Code No.	**Category**	**Age Relaxation permissible beyond the Upper age limit.**
01	SC/ ST	5 years
02	OBC	3 years
03	PwD	10 years
04	PwD + OBC	13 years
05	PwD + SC/ST	15 years
06	Ex-Servicemen	03 years after deduction of the military service rendered from the actual age as on the closing date for receipt of application.

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08.	Defence Personnel disabled in operation during hostilities with any foreign country or in a disturbed area and released as a consequence thereof.	3 years
09	Defence Personnel disabled in operation during hostilities with any foreign country or in a disturbed area and released as a consequence thereof (SC/ ST)	8 years

5.3. Date of Birth filled by the candidate in the online application form and the same recorded in the Matriculation/ Secondary Examination Certificate will be accepted by the Commission for determining the age and no subsequent request for change will be considered or granted.

5.4. The period of "Call up Service" of an Ex-Serviceman in the Armed Forces shall also be treated as service rendered in the Armed Forces for purpose of age relaxation as per rules.

5.5. For any serviceman of the three Armed Forces of the Union to be treated as Ex- Serviceman for the purpose of securing the benefits of reservation/ age-relaxation, he must have already acquired, at the relevant time of submitting his application for the Post/ Service the status of Ex-Servicemen or is in a position to establish his acquired entitlement by documentary evidence from the competent authority that he would complete specified term of engagement from the Armed Forces within the stipulated period of one year from the closing date for receipt of applications (i.e. 25-07-2020). Such candidates must also acquire the status of an Ex-Serviceman within the stipulated period of one year from the closing date of receipt of application.

5.6. **Explanation**: An 'ex-serviceman' means a person:

5.6.1. Who has served in any rank whether as a combatant or non combatant in the Regular Army, Navy or Air Force of the Indian Union, and

i. who either has been retired or relieved or discharged from such service whether at his own request or being relieved by the employer after earning his or her pension; or

ii. who has been relieved from such service on medical grounds attributable to military service or circumstances beyond his control and awarded medical or other disability pension; or

iii. who has been released from such service as a result of reduction in establishment;

or

5.6.2. who has been released from such service after completing the specific period of engagement, otherwise than at his own request, or by way of dismissal, or discharge on account of misconduct or inefficiency and has been given a gratuity, and includes personnel of the Territorial Army, namely, pension holders for continuous embodies service or broken spells of qualifying service;

or

5.6.3. personnel of the Army Postal Service who are part of Regular Army and retired from the Army Postal Service without reversion to their parent service with pension, or are released from the Army Postal service on medical grounds attributable to or aggravated by military service or circumstance beyond their control and awarded medical or other disability pension;

or

5.6.4. Personnel, who were on deputation in Army Postal Service for more than six months prior to the 14th April, 1987;

or

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5.6.5. Gallantry award winners of the Armed forces including personnel of Territorial Army;

or

5.6.6. Ex-recruits boarded out or relieved on medical ground and granted medical disability pension.

5.7. Age relaxation is not admissible to sons, daughters and dependents of Ex-Servicemen. Therefore, such candidates should not indicate their category as ex-servicemen.

6. **Process of certification and format of certificates:**

6.1. Candidates who wish to be considered against vacancies reserved or seek age-relaxation must submit requisite certificate from the competent authority, in the prescribed format, whenever such certificates are sought by concerned Regional/ Sub-Regional Offices at the time of Document Verification. Otherwise, their claim for SC/ ST/ OBC/ EWS/ PwD/ ESM, etc will not be entertained and their candidature/ applications will be considered under Unreserved (UR) category. The formats of the certificates are annexed with the Notice of Examination. The certificate of disability issued under the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995 (1 of 1996) will also be valid. Certificates in any other format will not be accepted.

6.2. A person seeking appointment on the basis of reservation to OBC/ EWS must ensure that he/ she possesses the caste/ community certificate and does not fall in creamy layer on the crucial date. The crucial date for this purpose will be the closing date for receipt of online application i.e. 25.07.2020.

6.3. Candidates may also note that in respect of the above, their candidature will remain provisional till the veracity of the concerned document is verified by the Appointing Authority. Candidates are cautioned that they will be debarred from the examination conducted by the Commission in case they fraudulently claim SC/ ST/ OBC/ EWS/ ESM/ PwD status.

6.4. Crucial date for claim of SC/ ST/ OBC/ EWS/ ESM/ PwD status or any other benefit viz. fee concession, reservation, age-relaxation, etc, where not specified otherwise, will be the closing date for receipt of online applications i.e. 25-07-2020.

7. **Provision of Compensatory Time and assistance of scribe:**

7.1. In case of persons with benchmark disabilities in the category of blindness and locomotor disability (both arms affected-BA) and cerebral palsy, the facility of scribe is provided, if desired by the candidate. Since the posts are not identified suitable for persons with BA disabilities, therefore facility of scribe will not be admissible to such candidates.

7.2. For the remaining persons with benchmark disabilities, the provision of scribe will be available on production of a certificate to the effect that the person concerned has physical limitation to write, and scribe is essential to write examination on his/ her behalf, from the Chief Medical Officer/ Civil Surgeon/ Medical Superintendent of a Government health care institution as per proforma at **Annexure-I.**

7.3. The candidate will have the discretion of opting for his/ her own scribe or the facility of scribe provided by the Commission. Appropriate choice in this regard will have to be given by the candidate in the online application form.

7.4. In case the candidate opts for own scribe, the qualification of the scribe should be one step below the qualification of the candidate taking the examination and also, the scribe should not be a candidate of this examination. The candidates with benchmark disabilities opting for own scribe shall be required to submit details of the own scribe as per proforma at **Annexure-II**. In addition, the scribe has to produce a valid ID proof (as per list given at para-13.7) in original

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at the time of examination. A photocopy of the ID proof of the scribe signed by the candidate as well as the scribe will be submitted along with proforma at **Annexure-II**. If subsequently it is found that the qualification of the scribe is not as declared by the candidate, then the candidate shall forfeit his/ her right to the post and claims relating thereto.

7.5. A compensatory time of 20 minutes per hour of examination will be provided to the persons who are allowed use of scribe as described at Para 7.1 and 7.2 above.

7.6. The candidates referred at Para 7.1 and 7.2 who are eligible for use of scribe but not availing the facility of scribe will also be given compensatory time of 20 minutes per hour of examination.

7.7. No attendant other than the scribe for eligible candidates will be allowed inside the examination hall.

7.8. One eyed candidates and partially blind candidates who are able to read the normal Question Paper set with or without magnifying glass and who wish to write/ indicate the answer with the help of magnifying glass will be allowed to use the same in the Examination Hall and will not be entitled to a Scribe. Such candidates will have to bring their own magnifying glass to the Examination Hall.

7.9. The PwD candidates who have availed the facility of Scribes/ Passage Reader and/ or compensatory time must produce relevant documents for the eligibility of scribe/ compensatory time at the time of Document Verification. Failure to produce such supporting documents will lead to cancellation of their candidature for the examination.

8. **Essential Qualifications (As on 01-01-2021)**:

8.1. <u>For post codes 'A' to 'D':</u>

Master's degree of a recognized University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level;

or

Master's degree of a recognized University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level;

or

Master's degree of a recognized University in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium of a examination at the degree level;

or

Master's degree of a recognized University in any subject other than Hindi or English, with English medium and Hindi as a compulsory or elective subject or as the medium of examination at the degree level;

or

Master's Degree of a recognized University in any subject other than Hindi or English, with Hindi and English as compulsory or elective subjects or either of the two as a medium of examination and the other as a compulsory or elective subject at degree level

and

Recognized Diploma or Certificate course in translation from Hindi to English & vice versa or two years' experience of translation work from Hindi to English and vice versa in Central or State Government Office, including Government of India Undertaking.

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8.2. For post codes 'E' (Senior Hindi Translator in various Central Government Ministries/ Departments / Offices):

Master's degree of a recognized University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level;

or

Master's degree of a recognized University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level;

or

Master's degree of a recognized University in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium of a examination at the degree level;

or

Master's degree of a recognized University in any subject other than Hindi or English, with English medium and Hindi as a compulsory or elective subject or as the medium of examination at the degree level;

or

Master's Degree of a recognized University in any subject other than Hindi or English, with Hindi and English as compulsory or elective subjects or either of the two as a medium of examination and the other as a compulsory or elective subject at degree level

and

Recognized Diploma or Certificate course in translation from Hindi to English & vice versa or three years' experience of translation work from Hindi to English and vice versa in Central or State Government Office, including Government of India Undertaking.

8.3. As per Ministry of Human Resource Development Notification dated 10.06.2015 published in the Gazette of India all the degrees/ diplomas/ certificates awarded through Open and Distance Learning mode of education by the Universities established by an Act of Parliament or State Legislature, Institutions Deemed to be Universities under Section 3 of the University Grants Commission Act, 1956 and Institutions of National Importance declared under an Act of Parliament stand automatically recognized for the purpose of employment to posts and services under the Central Government provided they have been approved by the Distance Education Bureau, University Grants Commission. Accordingly, unless such degrees are recognized for the relevant period when the candidates acquired the qualification, they will not be accepted for the purpose of Educational Qualification.

8.4. Further, as per UGC (Open and Distance Learning) Regulations, 2017 published in official Gazette on 23-06-2017, under Part-III (8) (v), the programmes in engineering, medicine, dental, nursing, pharmacy, architecture and physiotherapy etc are not permitted to be offered under Open and Distance Learning mode. However, pursuant to the Hon'ble Supreme Court Order dated 11-03-2019 in MA No. 3092/2018 in W.P. (C) No. 382/2018 titled Mukul Kumar Sharma & others Vs AICTE and others, B. Tech. degree/ diploma in Engineering awarded by IGNOU to the students who were enrolled up to academic year 2009-10 shall be treated as valid, wherever applicable.

8.5. Candidates who have not acquired/ will not acquire the essential qualification (including experience) as on 01-01-2021 will not be eligible and need not apply.

8.6. All candidates who are declared qualified by the Commission in Computer Base

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Examination will be required to produce all relevant Certificates in original such as Mark sheets/ Provisional Degree/ Diploma Certificate as proof of having acquired the minimum educational qualification on or before 01-01-2021 failing which the candidature of such candidates will be cancelled by the Commission. The candidates who are able to prove, by documentary evidence that the result of the qualifying examination was declared on or before the cut-off date and he/ she has been declared passed, will also be considered to have the required Educational Qualification. **It is reiterated that the result of requisite educational qualification must have been declared by the Board/ University by the specified date. Mere processing of the result by the Board/ University by the crucial cut-off date does not fulfill the EQ requirement.**

9. **How to apply:**

9.1. Applications are required to be submitted in online mode only at the official website of SSC Headquarters i.e. https://ssc.nic.in. For detailed instructions, please refer to **Annexure-III** and **Annexure-IV** of this Notice. Sample Proforma of One-time Registration and online Application Forms are attached as **Annexure-IIIA** and **Annexure-IVA.**

9.2. One-time Registration process (as per details at Annexure-III) requires you to upload a recent (**i.e. not more than three month old**) scanned colour passport size photograph in JPEG format (20 KB to 50 KB). Image dimension of the photograph should be about 3.5 cm (width) x 4.5 cm (height). The photograph should be without cap, spectacles and both ears should be visible. **The date on which the photograph has been taken should be printed on the photograph**.

9.3. Last date and time for submission of online applications is **25-07-2020 (23:30).**

9.4. Candidates are advised in their own interest to submit online applications much before the closing date and not to wait till the last date to avoid the possibility of disconnection/ inability or failure to login to the SSC website on account of heavy load on the website during the closing days.

9.5. The Commission will not be responsible for the candidates not being able to submit their applications within the last date on account of the aforesaid reasons or for any other reason beyond the control of the Commission.

9.6. Before submission of the online application, candidates must check that they have filled correct details in each field of the form. After submission of the online application form, no change/ correction/ modification will be allowed under any circumstances. Requests received in this regard in any form like Post, Fax, Email, by hand, etc shall not be entertained.

10. **Application Fee:**

10.1. Fee payable: Rs 100/- (Rs one hundred only).

10.2. Women candidates and candidates belonging to Scheduled Castes (SC), Scheduled Tribes (ST), Persons with disability (PwD) and Ex-Servicemen (ESM) eligible for reservation are exempted from payment of fee.

10.3. Fee can be paid through BHIM UPI, Net Banking or by using Visa, mastercard, Maestro, RuPay Credit or Debit card or in cash at SBI Branches by generating SBI Challan.

10.4. Online fee can be paid by the candidates up to **27-07-2020 (23:30 Hours).** However, candidates who wish to make cash payment through challan of SBI, may make the payment at designated branches of SBI within the working hours of bank up to **31-07-2020** provided the challan has been generated by them before **29-07-2020 (23:30 Hours).**

10.5. Applications received without the prescribed fee shall not be considered and summarily rejected. No representation against such rejection will be entertained. Fee once paid shall not be refunded

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under any circumstances nor will it be adjusted against any other examination or selection.

10.6. Candidates who are not exempted from fee payment must ensure that their fee has been deposited with SSC. If the fee is not received by SSC, status of Application Form is shown 'Incomplete' and this information is printed on the top of the Application Form. Further, status of fee payment can be verified at the 'Payment Status" link provided in the candidate's login screen. Such applications which remain incomplete due to non-receipt of fee will be SUMMARILY REJECTED and no request for consideration of such applications and fee payment after the period specified in the Notice of Examination shall be entertained.

11. **Centres of Examination**:

11.1. A candidate must indicate the Centre(s) in the online Application Form in which he/ she desires to take the examination. Details about the Examination Centres and Regional Offices under whose jurisdiction these Examination Centres are located are as follows:

S No	Examination Centres & Centre Code	SSC Region and States/ UTs under the jurisdiction of the Region	Address of the Regional Offices/ Website
1	Bhagalpur (3201), Patna (3206), Purnea (3209) Agra (3001), Bareilly (3005), Kanpur (3009), Lucknow (3010), Meerut (3011), Prayagraj (3003), Varanasi (3013).	**Central Region (CR)**/ Bihar and Uttar Pradesh	Regional Director (CR), Staff Selection Commission, 34-A, Mahatma Gandhi Marg, Civil lines, Kendriya Sadan, Prayagraj – 211001. (http://www.ssc-cr.org)
2	Kolkata(4410), Port Blair (4802), Gangtok (4001), Bhubaneshwar (4604), Ranchi(4205).	**Eastern Region (ER)**/ Andaman & Nicobar Islands, Jharkhand, Odisha, Sikkim and West Bengal	Regional Director (ER), Staff Selection Commission, 8th Floor, 1st MSO Building, 234/4, Acharya Jagadish Chandra Bose Road, Kolkata, West Bengal- 700020 (www.sscer.org)
3	Bengaluru (9001), Kochi (9204), Thiruvananthpuram (9211).	**Karnataka, Kerala Region(KKR)**/ Lakshadweep, Karnataka and Kerala	Regional Director (KKR), Staff Selection Commission, 1st Floor, "E" Wing, Kendriya Sadan, Koramangala, Bengaluru, Karnataka-560034 (www.ssckkr.kar.nic.in)
4	Bilaspur(6202), Durg-Bhillai (6205), Raipur (6204), Bhopal (6001), Gwalior (6005), Indore (6006), Jabalpur (6007).	**Madhya Pradesh Sub-Region (MPR)**/ Chhattisgarh and Madhya Pradesh	Dy. Director (MPR), Staff Selection Commission, 5th Floor, Investment Building, LIC Complex, Pandri, Raipur Chattattisgarh-492004. (www.sscmpr.org)

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5	Guwahati(Dispur)(5105), Shillong (5401), Agartala (5601).	**North Eastern Region (NER)**/ Arunachal Pradesh, Assam, Manipur, Meghalaya, Mizoram, Nagaland and Tripura.	Regional Director (NER), Staff Selection Commission, Housefed Complex, Last Gate, Beltola-Basistha Road, P. O. Assam Sachivalaya, Dispur, Guwahati, Assam-781006 (www.sscner.org.in)
6	Delhi(2201), Ajmer(2401), Bikaner(2404), Jaipur(2405), Jodhpur(2406), Sikar(2411), Udaipur(2409), Dehradun(2002), Haldwani(2003), Roorkee(2006).	**Northern Region (NR)**/ Delhi, Rajasthan and Uttarakhand	Regional Director (NR), Staff Selection Commission, Block No. 12, CGO Complex, Lodhi Road, New Delhi-110003 (www.sscnr.net.in)
7	Chandigarh/Mohali(1601), Hamirpur (1202), Shimla (1203), Jammu (1004), Jalandhar (1402), Patiala (1403).	**North Western Sub-Region (NWR)**/ Chandigarh, Haryana, Himachal Pradesh, Jammu and Kashmir, Ladakh and Punjab	Dy. Director (NWR), Staff Selection Commission, Block No. 3, Ground Floor, Kendriya Sadan, Sector-9, Chandigarh-160009 (www.sscnwr.org)
8	Hyderabad(8002), Chennai (8201), Vijayawada (8008).	**Southern Region (SR)**/ Andhra Pradesh, Puducherry, Tamil Nadu and Telangana.	Regional Director (SR), Staff Selection Commission, 2nd Floor, EVK Sampath Building, DPI Campus, College Road, Chennai, Tamil Nadu-600006 (www.sscsr.gov.in)
9	Panaji(7801), Ahmedabad(7001), Rajkot (7006), Amravati (7201), Mumbai(7204), Nagpur(7205), Nashik(7207), Pune (7208).	**Western Region (WR)**/ Dadra and Nagar Haveli and Daman and Diu, Goa, Gujarat and Maharashtra	Regional Director (WR), Staff Selection Commission, 1st Floor, South Wing, Pratishtha Bhawan, 101, Maharshi Karve Road, Mumbai, Maharashtra-400020 (www.sscwr.net)

11.2. A candidate may give option for three centres, in the order of priority, within the same region. No request for change of Centre of Examination will be considered later under any circumstances. Hence, the candidates should select the centers, carefully and indicate the same correctly in their applications.

11.3. The Commission will endeavour to accommodate the candidates in centres opted by them. However, the Commission reserves the right to cancel any Centre and ask the candidates of that centre to appear from another centre. Commission also reserves the right to divert candidates of any centre to some other Centre to take the examination.

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12. **Scheme of Examination:**

12.1. The examination will consist of two papers. Details of these papers are as follows:

Date of Exam	Part	Mode of Paper	Subject	Number of Questions/ Maximum Marks	Duration
06-10-2020	Paper- I (Objective Type)	Computer Based Mode	i) General Hindi ii) General English	100/ 100 100/ 100	2 Hours (2 hours and 40 minutes for the candidates eligible for use of scribe as per Para-7.1 and 7.2 above)
31-01-2021	Paper- II	Descriptive	Translation & Essay	200 marks	2 Hours (2 hours and 40 minutes for the candidates eligible for use of scribe as per Para-7.1 and 7.2 above)

12.2. Paper-I will consist of Objective Type Multiple choice questions only.

12.3. There will be negative marking of 0.25 marks for each wrong answer in Paper-I. Candidates are, therefore, advised to keep this in mind while answering the question.

12.4. Marks scored by candidates in Computer Based Examination will be normalized by using the formula published by the Commission through Notice No: 1-1/2018-P&P-I dated 07-02-2019 and such normalized scores will be used to determine final merit and cut-off marks.

12.5. Tentative Answer Keys of Paper-I will be placed on the Commission's website after the Examination. Candidates may go through the Answer Keys and submit representations, if any, within the time limit given by the Commission through on-line modality only, on payment of Rs 100/- per question. Any representation regarding Answer Keys received within the time limit fixed by the Commission at the time of uploading of the Answer Keys will be scrutinized before finalizing the Answer Keys and the decision of the Commission in this regard will be final. No representation regarding Answer Keys shall be entertained later.

12.6. The dates of examinations indicated in the Notice are tentative. Any change in the schedule of examinations will be informed to the candidates only through the website of the Commission.

12.7. There shall be no provision for re-evaluation/ re-checking of the scores. No correspondence in this regard shall be entertained.

12.8. In Paper-II, candidates must write their correct Roll Number at the prescribed places on the cover page of the Answer Book. Candidates must also affix signature and Left-hand Thumb Impression in the relevant columns in the Answer Book. Answer Books not bearing Roll Number, Signature and Left-hand Thumb Impression shall be awarded zero marks.

12.9. Candidates are strictly advised not to write any personal identity e.g. name, roll number, mobile number, address, etc inside the Answer Book (Paper-II). The candidates who fail to adhere to these instructions will be awarded zero marks even if marks are awarded during the evaluation process.

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12.10. **Indicative Syllabus:**

12.10.1. **Paper-I (Computer Based Examination)**: The questions will be designed to test the candidates' understanding of the languages and literature, correct use of words, phrases and idioms and ability to write the languages correctly, precisely and effectively. The questions will be of degree level.

12.10.2. **Paper-II**: Translation and Essay: This paper will contain two passages for translation - one passage for translation from Hindi to English and one passage for translation from English to Hindi, and an Essay each in Hindi and English, to test the candidates' translation skills and their ability to write as well as comprehend the two languages correctly, precisely and effectively. The level of the paper will be consistent with the educational qualifications prescribed.

13. **Admission to the Examination**:

13.1. All candidates who register themselves in response to this advertisement by the closing date and time and whose applications are found to be in order and are provisionally accepted by the Commission as per the terms and conditions of this Notice of Examination, will be assigned Roll numbers and issued Admission Certificates (AC) for appearing in the Computer Based Examination (Paper-I). Subsequently, qualified candidates will be issued Admission Certificates for the next stages of the Examinations.

13.2. The Commission will not undertake detailed scrutiny of applications for the eligibility and other aspects at the time of written examination and, therefore, candidature will be accepted only provisionally. The candidates are advised to go through the requirements of educational qualification, experience, age, etc. and satisfy themselves that they are eligible for the post(s). Copies of supporting documents will be sought at the time of Document Verification. When scrutiny is undertaken, if any claim made in the application is not found substantiated, the candidature will be cancelled and the Commission's decision in this regard shall be final.

13.3. Admission Certificates for the Examination will be uploaded on the website of the concerned Regional/ Sub-Regional Office of the Commission. Admission Certificate will not be issued by post for any stage of examination. Candidates are therefore advised to regularly visit the websites of the Commission Headquarters (i.e. https://ssc.nic.in) and concerned Regional/ Sub-Regional office of the Commission under whose jurisdiction the examination centres opted by the candidate are located (detail at para-11.1) for updates and information about the examination.

13.4. Information about the Examination indicating the time table and City/ Centre of examination for the candidates will be uploaded on the websites of the concerned Regional/ Sub-Regional Office of the Commission about two weeks before the date of examination. If any candidate does not find his/ her detail on the website of the Commission, one week before the date of examination, he/ she must immediately contact the concerned Regional/ Sub-Regional Office of the Commission with proof of having submitted his/ her application. Failure to do so will deprive him/ her of any claim for consideration.

13.5. Candidates must write Registration Number, registered Email-ID and Mobile Number along with name, date of birth and name of the examination, while addressing any communication to the Commission. Communication from the candidate not furnishing these particulars shall not be entertained.

13.6. Facility for download of Admission Certificates will be available 3-7 days before the examination on the website of concerned Regional/ Sub-Regional Office. Candidate must bring printout of the Admission Certificate to the Examination Hall.

13.7. In addition to the Admission Certificate, it is mandatory to carry at least two passport size

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recent colour photographs, Original valid Photo-ID proof having the Date of Birth as printed on the Admission Certificate, such as:

13.7.1. Aadhaar Card/ Printout of E-Aadhaar,

13.7.2. Voter's ID Card,

13.7.3. Driving License,

13.7.4. PAN Card,

13.7.5. Passport,

13.7.6. School/ College ID Card,

13.7.7. Employer ID Card (Govt./ PSU/ Private),

13.7.8. Ex-serviceman Discharge Book issued by Ministry of Defence,

13.7.9. Any other photo bearing ID Card issued by the Central/ State Government.

13.8. **If Photo Identity Card does not have the date of birth printed on it then the candidate must carry an additional original document (e.g. Matriculation Certificate, Marks Sheet issued only by CBSE/ ICSE/ State Boards; Birth Certificate, Category Certificate) in proof of their date of birth. In case of mismatch in the date of birth mentioned in the Admission Certificate and photo ID/ Certificate brought in support of date of birth, the candidate will not be allowed to appear in the examination.**

13.9. PwD candidates using the facility of scribes as per Para 7.1and 7.2 shall also be required to carry required Medical Certificate/ Undertaking/ Photocopy of the Scribe's Photo ID Proof, as specified therein. Candidates without these documents will not be allowed use of scribe and compensatory time in the examination.

13.10. Any other document mentioned in the Admission Certificate will be carried by the candidates while appearing in the Examination.

13.11. Applications with blurred photograph and/ or signature will be rejected.

14. **Document Verification (DV)**:

14.1. All the candidates qualified for Document Verification are required to appear for Document Verification along with the photocopies and original documents as mentioned at Para: 14.4.

14.2. Detailed options for various posts and departments will be taken from candidates either online before DV or at the time of document verification. A candidate will not be considered for a Ministry/ Department/ Organization, if he/ she has not indicated his/ her preference for it. Options confirmed at the time of Document Verification will be treated as final and will not be changed subsequently under any circumstances. Therefore, candidates are advised to be careful in exercise of such options.

14.3. Candidates have to bring two passport size recent colour photographs and one original valid Photo ID Proof while appearing for the Document Verification. Photo ID Proof can be:

14.3.1. Aadhaar Card/ Printout of E-Aadhaar.

14.3.2. Voter ID Card.

14.3.3. PAN Card.

14.3.4. Passport.

14.3.5. Driving License.

14.3.6. Government School/ College ID Card.

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14.3.7. Employer ID (Govt./ PSU).

14.3.8. Any other Photo bearing ID Card issued by Central/ State Govt.

14.4. Candidates will have to submit copies of various documents like:

14.4.1. Matriculation/ Secondary Certificate.

14.4.2. Educational Qualification Certificate.

14.4.3. Experience Certificate, if applicable.

14.4.4. Caste/ Category Certificate, if belongs to reserved categories.

14.4.5. Persons with Disabilities Certificate in the required format, if applicable.

14.4.6. For Ex-Servicemen (ESM):

14.4.6.1. Undertaking as per Annexure-VI.

14.4.6.2. Serving Defence Personnel Certificate as per Annexure-V, if applicable.

14.4.6.3. Discharge Certificate, if discharged from the Armed Forces.

14.4.7. Relevant Certificate if seeking any age relaxation.

14.4.8. No Objection Certificate, in case already employed in Government/ Government undertakings.

14.4.9. A candidate who claims change in name after matriculation on marriage or remarriage or divorce, etc. the following documents shall be submitted:

14.4.9.1. In case of marriage of women: Photocopy of Husband's passport showing names of spouses or an attested copy of marriage certificate issued by the Registrar of Marriage or an Affidavit from husband and wife along with a joint photograph duly sworn before the Oath Commissioner;

14.4.9.2. In case of re-marriage of women: Divorce Deed/ Death Certificate as the case may be in respect of first spouse; and photocopy of present husband's passport showing names of spouse or an attested copy of marriage certificate issued by the Registrar of Marriage or an Affidavit from the husband and wife along with joint photograph duly sworn before the Oath Commissioner.

14.4.9.3. In case of divorce of women: Certified copy of Divorce Decree and Deed Poll/ Affidavit duly sworn before the Oath Commissioner.

14.4.9.4. In other circumstances for change of name for both male and female: Deed Poll/ Affidavit duly sworn before the Oath Commissioner and paper cuttings of two leading daily newspaper in original (One daily newspaper should be of the area of applicant's permanent and present address or nearby area) and Gazette Notification.

14.4.10. Any other document specified in the Admission Certificate for DV.

15. **Post Preference**:

15.1. **Posts of Junior Translator in BRO has stringent requirement of physical and medical standards including Physical Efficiency Test (Detail available at Annexure-XIV). Examination of such physical and medical standards will be conducted after the final selection of candidates by BRO. If a candidate fails in such tests, his candidature will not be subsequently considered for any other post/ department. Candidates are therefore advised to thoroughly go through these requirements and give their considered preference of posts.**

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15.2. The Examination is being held for multiple posts for various Ministries/ Departments/ Offices. Detailed options for various posts and Ministries/ Departments/ Offices will be taken from candidates either online before DV or at the time of document verification. He/ she will not be considered for a post/ Ministry/ Department/ Offices, if he/ she has not indicated his/ her preference for it. Options confirmed at the time of Document Verification will be treated as final and will not be changed subsequently under any circumstances. Therefore, candidates are advised to be careful in exercise of such options.

16. **Mode of Selection**:

16.1. Minimum qualifying marks in Paper-I and Paper-II are as follows:

16.1.1. UR: 30%

16.1.2. OBC/ EWS: 25%

16.1.3. Others: 20%

16.2. Based on the marks scored in the Paper-I i.e. Computer Based Examination, candidates will be shortlisted, category-wise, to appear in Paper-II. If the Computer Based Examination is conducted in multiple shifts, normalized marks will be used to determine merit.

16.3. Based on the performance in Paper-I+Paper-II, candidates will be shortlisted for Document Verification.

16.4. Final selection and allocation of Ministries/ Departments will be made on the basis of the performance of candidates in Paper-I+Paper-II and the preference of Posts/ Departments exercised by them at the time of Document Verification.

16.5. **Posts of Junior Translator in BRO has stringent requirement of physical and medical standards including Physical Efficiency Test (Detail available at Annexure-XIV). Examination of such physical and medical standards will be conducted after the final selection of candidates by BRO. If a candidate fails in such tests, his candidature will not be subsequently considered for any other post/ department. Candidates are therefore advised to thoroughly go through these requirements and give their considered preference of posts.**

16.6. Once the candidate has been allotted his/ her first available preference, as per his/ her merit, he/ she will not be considered for any other option. Candidates are, therefore, advised to exercise preference of Posts/ Departments very carefully. The option/ preference once exercised by the candidates will be treated as FINAL and IRREVERSIBLE. Subsequent request for change of Posts/ Departments by candidates will not be entertained under any circumstances.

16.7. The Commission makes final allotment of posts on the basis of merit-cum-preferences of Posts/ Departments given by the candidates and once a post is allotted, no change of posts will be made by the Commission due to non-fulfillment of any post specific requirements of physical/ medical/ educational standards. In other words, for example if a candidate has given higher preference for a post and is selected for that post; in that case, if he/ she fails to meet the medical/ physical/ educational standards of that post, his/ her candidature will be rejected and he/ she will not be considered for other preferences.

16.8. SC, ST, OBC, EWS and PwD candidates, who are selected on their own merit without relaxed standards, will not be adjusted against the reserved share of vacancies. Such candidates will be accommodated against the general/ unreserved vacancies in the post as per their position in the overall merit or vacancies earmarked for their category, whichever is advantageous to them. The reserved vacancies will be filled up separately from amongst the eligible SC, ST, OBC, EWS and PwD candidates.

16.9. SC, ST, OBC, EWS and PwD candidates who qualifies on the basis of relaxed standards viz., age limit, experience or qualifications, permitted number of chances, extended zone of

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consideration, etc., irrespective of his/ her merit position, is to be counted against reserved vacancies and not against un-reserved vacancies. Such candidates may also be recommended at the relaxed standards to the extent of number of vacancies reserved for them, to make up for the deficiency in the reserved quota, irrespective of their rank in the order of merit. In so far as cases of Ex-Serviceman are concerned, deduction of the military service rendered from the age of Ex-Servicemen is permissible against the reserved or unreserved posts and such exemption will not be termed as relaxed standards in regard to age. Similarly for PwD candidates, relaxation of 10 years in upper age limit will not be termed as relaxed standards.

16.10. A person with disability who is selected on his/ her own merit can be appointed against an unreserved vacancy provided the post is identified suitable for Persons with Disability of relevant category.

16.11. Success in the examination confers no right of appointment unless Government is satisfied after such enquiry as may be considered necessary that the candidate is suitable in all respects for appointment to the service/ post.

16.12. The candidates applying for the examination should ensure that they fulfill all the eligibility conditions for admission to the examination. Their admission at all stages of the examination will be purely provisional, subject to their satisfying the prescribed eligibility conditions. If, on verification, at any time before or after the written examination, it is found that they do not fulfill any of the eligibility conditions, their candidature for the examination will be cancelled.

16.13. Candidates, who are appointed on the basis of this examination, shall be on probation for a period of two years and during the period of probation, the candidates would be required to undergo such training or pass such examinations as prescribed by the Controlling Authority. On successful completion of the period of probation, the candidates shall, if considered fit for permanent appointment, be confirmed to their post by the Controlling Authority.

16.14. Candidates selected for appointment are liable to serve anywhere in India i.e. all these posts carry All India Service Liability (AISL).

16.15. Candidates on final selection may be allotted a State/ UT/ Zone by the concerned User Ministry/ Department/ Organization. Such candidates may be required to acquire the proficiency in local language of the allotted State/ UT/ Zone for confirmation of the candidates to the allotted posts by the concerned User Ministry/ Department/ Organization.

16.16. If a candidate scoring more than cut-off marks in any Tier/ stage of the examination is not qualified for the subsequent stage/ final selection due to any reason, he/ she must represent to the concerned Regional/ Sub-Regional Office of the Commission within two months of the declaration of the result or two weeks prior to the conduct of next stage of the examination, whichever is earlier.

16.17. If a candidate is finally selected and does not receive any correspondence from the Commission or the concerned User Department within a period of one year from the declaration of final result, he/ she must communicate immediately thereafter with the concerned User Department.

17. **Resolution of Tie Cases**:

17.1. In cases where more than one candidate secure the equal aggregate marks in Paper-I+Paper-II, tie will be resolved by applying the following methods one after another:

17.1.1. Total marks in Paper-II.

17.1.2. Marks in Part (i) of Paper-I (i.e. General Hindi).

17.1.3. Date of birth, with older candidates placed higher.

17.1.4. Alphabetical order of the names of the candidates.

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18. **Action against candidates found guilty of misconduct**:

18.1. If candidates are found to indulge at any stage in any of the malpractices listed below during the conduct of examination, their candidature for this examination will be cancelled and they will be debarred from the examinations of the Commission for the period mentioned below:

S No	Type of Malpractice	Debarment period
1	Taking away any Examination related material such as OMR sheets, Rough Sheets, Commission Copy of Admission Certificate, Answer Sheet etc. from the examination hall or passing it on to unauthorized persons during the conduct of examination.	2 Years
2	Leaving the Examination Venue uninformed during the Examination.	2 Years
3	Misbehaving, intimidating or threatening in any manner with the examination functionaries' i.e. Supervisor, Invigilator, Security Guard or Commission's representatives etc.	3 Years
4	Obstruct the conduct of examination/ instigate other candidates not to take the examination.	3 Years
5	Making statements which are incorrect or false, suppressing material information, submitting fabricated documents, etc.	3 Years
6	Obtaining support/ influence for his/ her candidature by any irregular or improper means in connection with his/ her candidature.	3 Years
7	Possession of Mobile Phone in either 'switched on' or 'switched off' mode.	3 Years
8	Appearing in the same examination more than once in contravention of the rules.	3 Years
9	A candidate who is also working on examination related matters in the same examination.	3 Years
10	Damaging examination related infrastructure/ equipments.	5 Years
11	Appearing in the Exam with forged Admit Card, identity proof, etc.	5 Years
12	Possession of fire arms/ weapons during the examination.	5 Years
13	Assault, use of force, causing bodily harm in any manner to the examination functionaries' i.e. Supervisor, Invigilator, Security Guard or Commission's representatives etc.	7 Years
14	Threatening/ intimidating examination functionaries with weapons/ fire arms.	7 Years
15	Using unfair means in the examination hall like copying from unauthorized sources such as written material on any paper or body parts, etc.	7 Years
16	Possession of Bluetooth Devices, spy cameras, and any other electronic gadgets in the examination hall.	7 Years
17	Impersonate/ Procuring impersonation by any person.	7 Years
18	Taking snapshots, making videos of question papers or examination material, labs, etc.	7 Years
19	Sharing examination terminal through remote desktop softwares/ Apps/ LAN/ VAN, etc.	7 Years
20	Attempt to hack or manipulate examination servers, data and examination systems at any point before, during or after the examination.	7 Years

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182. The Commission may also report the matter to Police/ Investigating Agencies, as deemed fit, Further, the Commission may also take appropriate action to get the matter examined by the concerned authorities/ forensic experts, etc.

19. In accordance with the directions issued by DoP&T vide its O.M. No.39020/1/2016-Estt. (B) dated 21.06.2016 for increasing access of the unemployed candidates to job opportunities it has been decided that after declaration of final result the Commission will make the scores and rankings in the said open Competitive Examinations conducted by the Commission available on its website or on the website of National Career Service (NCS), Ministry of Labour and Employment in descending order of ranking. Accordingly, it has been decided that the following details of the candidates will be made available on its website: (i) Name of candidate. (ii) Father/ Husband's name (iii) Date of Birth (iv) Category (Gen/ SC/ ST/ OBC/ EWS/PwD/ ESM) (v) Gender of the candidate. (vi) Educational Qualifications. (vii) Total Marks obtained in the qualifying examination (viii) Ranking by which the merit is decided (ix) Complete address (x) E-mail address However, the candidate will have the option, at the time of filling up of his/her application form, from opting out of disclosing the above details publicly. Accordingly, the scores and rankings in respect of only those candidates who have opted for disclosing the above details will be made available on the website of the Commission/ NCS.

20. **Courts' Jurisdiction:** Any dispute in regard to this recruitment will be subject to courts/ tribunals having jurisdiction over the place of concerned Regional/ Sub-Regional Office of the Commission where the candidate has appeared for the Computer Based Examination.

21. **Commission's Decision Final**: The decision of the Commission in all matters relating to eligibility, acceptance or rejection of the applications, penalty for false information, mode of selection, conduct of examination (s), allotment of examination centres and preparation of merit list & force allocation, debarment for indulging in malpractices will be final and binding on the candidates and no enquiry/correspondence will be entertained in this regard.

22. **Disqualifications:** No person, (a) who has entered into, or contracted a marriage with a person having a spouse living, or (b) who, having a spouse living has entered into, or contracted a marriage with any person shall be eligible for appointment to the service provided that the Central Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and there are other grounds for so doing, exempt any person from the operation of this rule.

23. **Important Instructions to Candidates**:

(a)	BEFORE APPLYING, CANDIDATES ARE ADVISED TO GO THROUGH THE INSTRUCTIONS GIVEN IN THE NOTICE OF EXAMINATION VERY CAREFULLY.
(b)	CANDIDATES ARE ADVISED IN THEIR OWN INTEREST TO SUBMIT ONLINE APPLICATIONS MUCH BEFORE THE CLOSING DATE AND NOT TO WAIT TILL THE LAST DATE TO AVOID THE POSSIBILITY OF DISCONNECTION/ INABILITY OR FAILURE TO LOGIN TO THE SSC WEBSITE ON ACCOUNT OF HEAVY LOAD ON THE WEBSITE DURING THE CLOSING DAYS.

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(c)	The Commission will not undertake detailed scrutiny of applications for the eligibility and other aspects at the time of written examination and, therefore, candidature will be accepted only provisionally. The candidates are advised to go through the requirements of educational qualification, age, physical and medical standards etc. and satisfy themselves that they are eligible for the post(s). Copies of supporting documents will be sought at the time of Document Verification. When scrutiny is undertaken, if any claim made in the application is not found substantiated, the candidature will be cancelled and the Commission's decision shall be final.
(d)	Candidates seeking reservation benefits available for SC/ ST/ OBC/ EWS/ PwD must ensure that they are entitled to such reservation as per eligibility prescribed in the Notice. They should also be in possession of the certificates in the prescribed format in support of their claim.
(e)	Candidates with benchmark physical disability only would be considered as Persons with Disabilities (PwD) and entitled to age-relaxation/ reservation for Persons with Disabilities.
(f)	When application is successfully submitted, it will be accepted 'Provisionally'. Candidate should take printout of the application form for their own records. Normally, printout of the online Application Form is not required to be submitted to the Commission.
(g)	Only one online application is allowed to be submitted by a candidate for the Examination. Therefore, the candidates are advised to exercise due diligence at the time of filling their online Application Forms. In case, more than one applications of a candidate are detected, all the applications will be rejected by the Commission and his/ her candidature for the examination will be cancelled. If a candidate submits multiple applications and appears in the examination (at any stage) more than once, his/ her candidature will be cancelled and he/ she will be debarred from the examinations of the Commission as per rules.
(h)	The candidates must write their name, date of birth, father's name and mother's name strictly as given in the matriculation certificate otherwise their candidature may be cancelled at the time of Document Verification or as and when it comes into the notice of the commission.
(i)	Applications with illegible/ blurred Photograph/ Signature will be rejected summarily.
(j)	Request for change/ correction in any particulars in the Application Form, once submitted, will not be entertained under any circumstances.
(k)	Candidates are advised to fill their correct and active e-mail addresses and mobile number in the online application as correspondence may be made by the Commission through e-mail/ SMS.
(l)	The candidates must carry two passport size recent colour photographs and one original Photo ID Proof such as Aadhaar Card/ printout of E-Aadhaar, Driving License, Voter Card, PAN Card, Identity Card issued by University/ College/ Government, Employer ID Card, ESM Discharge Book issued by MoD, or any photo bearing ID card issued by Central/ State Government to the Examination Venue, failing which they will not be allowed to appear for the same. **If Photo Identity Card does not have the Date of Birth then the candidate must carry an additional original certificate in proof of their Date**

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	of Birth. PwD candidates using the facility of scribes as per Para 7.1 and 7.2 shall also be required to carry required Medical Certificate/ Undertaking/ Photocopy of the Scribe's Photo ID Proof, as specified therein.
(m)	In case of fake/ fabricated application/ registration by misusing any dignitaries name/ photo, such candidate/ cyber cafe will be held responsible for the same and liable for suitable legal action under cyber/ IT act.
(n)	All the posts carry All India Service Liability (AISL) i.e. the candidate, on selection, may be asked to serve anywhere in the country.
(o)	If a candidate scoring more than cut-off marks at any Tier/ stage of the examination is not qualified for the subsequent stage/ final selection due to any reason, he/ she must represent to the concerned Regional/ Sub-Regional Office of the Commission within two months of the declaration of the result or two week prior to the conduct of next stage of the examination, whichever is earlier.
(p)	If a candidate is finally selected and does not receive any correspondence from the Commission or the concerned User Department within a period of one year after declaration of result, he/ she must communicate immediately thereafter with the concerned User Department.
(q)	Fee payable: Rs 100/- (Rs one hundred only). Women candidates and candidates belonging to Scheduled Caste (SC), Scheduled Tribe (ST) and Persons with disabilities (PwD) are exempted from payment of fee.

Under Secretary (P&P-II)

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Annexure-I

Certificate regarding physical limitation in an examinee to write

This is to certify that, I have examined Mr/Ms/Mrs _____(name of the candidate with disability), a person with _____(nature and percentage of disability as mentioned in the certificate of disability), S/o / D/o _____ a resident of _____ Village/District/State) and to state that he/ she has physical limitation which hampers his/ her writing capabilities owning to his/ her disability.

Signature

Chief Medical Officer/ Civil Surgeon/ Medical Superintendent of a

Government health care institution

Name & Designation

Name of Government Hospital/ Health Care Centre with Seal

Place:

Date:

Note:

Certificate should be given by a specialist of the relevant stream/ disability (eg Visual impairment-Ophthalmologist, Locomotor disability-Orthopaedic specialist/ PMR)

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Annexure-II

Letter of Undertaking for Using Own Scribe

I _____, a candidate with _____ (name of the disability) appearing for the _____ (name of the examination) bearing Roll No_____ at _____ (name of the centre) in the District _____, _____(name of the State/ UT) My qualification is _____

I do hereby state that _____ (name of the scribe) will provide the service of scribe/ reader/ lab assistant for the undersigned for taking the aforesaid examination

I do hereby undertake that his/ her qualification is _____ In case, subsequently it is found that his/ her qualification is not as declared by the undersigned and is beyond my qualification, I shall forfeit my right to the post and claims relating thereto

(Signature of the candidate with Disability)

Place:

Date:

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Annexure-III

(Procedure for filling online Application)

The process of filling online application for the examination consists of two parts:

I. One Time Registration
II. Filling of online Application for the Examination

Part-I (One-Time Registration)

1. Please read the instructions given in the Notice of Examination carefully before filling up the online 'Registration Form' and 'Application Form'.
2. Before proceeding with One-Time Registration, keep the following information/ documents ready:
    a. Mobile Number (to be verified through OTP)
    b. Email ID (to be verified through OTP).
    c. Aadhaar Number. If Aadhaar Number is not available, please give one of the following ID Numbers. (You will be required to show the original document at a later stage):
        i. Voter ID Card
        ii. PAN
        iii. Passport
        iv. Driving License
        v. School/ College ID
        vi. Employer ID (Govt./ PSU/ Private)
    d. Information about the Board, Roll Number and Year of Passing the Matriculation (10^{th}) Examination.
    e. Recent (**i.e. not more than three month old**) scanned colour passport size photograph in JPEG format (20 KB to 50 KB). Image dimension of the photograph should be about 3.5 cm (width) x 4.5 cm (height). The photograph should be without cap, spectacles and both ears should be visible. **The date on which the photograph has been taken should be printed on the photograph**. **Applications with blurred photograph will be rejected**.
    f. Scanned signature in JPEG format (10 to 20 KB). Image dimension of the signature should be about 4.0 cm (width) x 2.0 cm (height). **Applications with illegible signature will be rejected**.
    g. Disability Certificate Number, if you are a person with benchmark disability.
3. For One-Time Registration, click on 'Register Now' link provided in 'Login' Section on https://ssc.nic.in.
4. One-Time Registration process requires filling up of following information:
    a. Basic details
    b. Additional details and contact details
    c. Uploading of the scanned image of passport size photograph and signature.
5. **For filling up the 'One-Time Registration Form', please follow the following steps:**
    a. Few critical details (e.g. Aadhaar Number, name, father's name, mother's name, date of birth etc) are required to be entered twice, in the relevant columns of the Registration Form, for verification purpose and to avoid any mistakes. If there is mismatch between original and verify data column, indication will be given in red text.
    b. S No-1, provide information about Aadhaar Number/ Identity Card and its Number. Any one of these Numbers is required to be given.
    c. S No-2: Fill your name **exactly** as given in Matriculation (10^{th} Class) Certificate. In case, you have made any changes in your name after matriculation, indicate the same at S No-2c and 2d.
    d. S No-3: Fill your father's name **exactly** as given in Matriculation (10^{th} Class) Certificate.
    e. S No-4: Fill your mother's name **exactly** as given in Matriculation (10^{th} Class) Certificate.
    f. S No-5: Fill your date of birth **exactly** as given in Matriculation (10^{th} Class) Certificate.
    g. S No-6: Matriculation (10^{th} Class) Examination Details which include:
        i. Name of Education Board

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ii. Roll Number
iii. Year of passing

h. S No-7: Gender
i. S No-8: Level of Educational Qualification (highest).
j. S No-9: Your Mobile Number. This must be a working mobile number as it will be verified through 'One Time Password' (OTP). It may be noted that any information which the Commission may like to communicate with you, will be sent on this mobile number only. Your mobile number will also be used for retrieval of password, if required.
k. S No-10: Your Email ID. This must be a working Email ID as it will be verified through OTP. It may also be noted that any information which the Commission may like to communicate with you, will be sent on this Email ID only. Your Email ID will also be used for retrieval of password/ Registration Number, if required.
l. Provide detail of State/ UT of your Permanent Address.
m. When the Basic Details provided at S No-1 to 10 are saved, you will be required to confirm your mobile number and email ID. On confirmation, your data will be save and your Registration Number will be displayed on the screen. Your Registration Number and Password will be provided to you on your mobile number and Email ID.
n. You have to complete the Registration Process within 14 days failing which your Registration Details saved so far will be deleted.
o. Login using your Registration Number as username and auto generated password provided to you on your mobile and email. Change your password, when prompted on first login.
p. After successful password change, you need to login again using your Registration Number and changed password.
q. On successful login, information about the 'Basic Details' so far filled by you will be displayed. You may edit it, if required or proceed further by clicking on 'Next' button at the bottom to complete your one-time Registration.
r. S No-11: Provide information about your Category.
s. S No-12: Provide information about your Nationality
t. S No-13: Provide information about visible Identification Mark. You may be required to show the above Identification Mark at various stages of examination.
u. S No-14: Provide information about benchmark disabilities, if any. If you are suffering from any specific benchmark disability identified suitable for government jobs, then provide Disability Certification Number.
v. S No: 15 to 18: Provide information about your Permanent and Present Address. Save the data and proceed further to last Part of the Registration Process.
w. S No: 19 to 20: Upload your recent Photograph (not more than three months old) and Signature as specified at S No-2 above.
x. Save the information provided. Take draft printout and review the information provided thoroughly, before 'Final Submit'.
y. Upon clicking 'Final Submit' different OTPs will be sent on your mobile number and Email ID. You need to enter one of the two OTPs at designated field to complete the Registration Process.
z. Read the 'Declaration' carefully, if you agree with the declaration, click 'I Agree'.
aa. After submission of Basic information, if the registration process is not completed within 14 days, your data will be deleted from the system.

6. After completion of registration process, 'Basic Details' can be changed only twice. **THEREFORE BE EXTREMELY CAUTIOUS WHILE MAKING ONE TIME REGISTRATION**.
7. **YOU ARE AGAIN ADVISED THAT NAME, FATHER'S NAME, MOTHER'S NAME, DATE OF BIRTH, MATRICULATION EXAMINATION DETAILS SHOULD BE FILLED EXACTLY AS RECORDED IN MATRICULATION CERTIFICATE. YOUR CANDIDATURE MAY GET CANCELLED IN CASE OF INCORRECT/ WRONG INFORMATION.**

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Screenshots of One-time Registration Form

BASIC DETAILS — Edit

1a. Do you have Aadhaar ? *	○ Yes ◉ No
1a. Aadhaar Number	
1b. Verify Aadhaar Number	
1c. Type of ID *	Voter ID Card Type of ID and ID Number to be provided if you don't want to give Aadhaar number
1d. ID Number *	BRHPK3731M
2a. Name *	SAMPLE NAME Name should be same as mentioned in Matriculation Certificate Please enter name without any salutation (i e Shri/ Smt/ Mr/ Mrs/ Ms/ Dr/ Prof)
2b. Verify Name *	SAMPLE NAME
2c. Have you ever changed Name?	○ Yes ◉ No
2d. New Name / Changed Name	
3a. Father's Name *	SAMPLE FATHER NAME 1.Father's Name should be same as mentioned in Matriculation Certificate 2.Please enter name without any salutation (i e Mr/ Shri/ Late/ Dr/ Prof etc)
3b. Verify Father's Name *	SAMPLE FATHER NAME
4a. Mother's Name *	SAMPLE MOTHER NAME 1.Mother's Name should be same as mentioned in Matriculation Certificate 2.Please enter name without any salutation (i e Mrs/ Smt/ Late/ Dr/ Prof etc)
4b. Verify Mother's Name *	SAMPLE MOTHER NAME
5a. Date Of Birth (DD/MM/YYYY) *	01/07/1996 Date Of Birth should be same as mentioned in Matriculation Certificate
5b. Verify Date of Birth (DD/MM/YYYY) *	01/07/1996

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Annexure-IIIA (2/4)

6. Matriculation (10th Class) Examination details :

(i). Education Board *	Central Board of Secondary Education (CBSE) Education Board of Matriculation Examination
(ii). Verify Education Board *	Central Board of Secondary Education (CBSE)
(iii). Roll Number *	2389457600 1. Roll Number should be same as mentioned in Matriculation Certificate 2. Only / and - are allowed , Please enter Roll number without any other special character(s) 3. If Roll Code is given in your Matriculation Certificate then enter "Roll Code - Roll No."
(iv). Verify Roll Number *	2389457600
(v). Year of Passing *	2012
(vi). Verify Year of Passing *	2012
7a. Gender *	Male Female Transgender
7b. Verify Gender *	Male Female Transgender
8. Level of Education Qualification *	Matriculation (10th)
9a. Mobile Number *	8111111111
9b. Verify Mobile Number *	8111111111
10a. Email ID*	sample123@gmail.com
10b. Verify Email ID*	sample123@gmail.com

Save Next Reset Close

Staff Selection Commission

Block No-12, CGO Complex, Lodhi Road, New Delhi-110003

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Annexure-IIIA (3/4)

ADDITIONAL AND CONTACT DETAILS

Edit

11a. Category *	(●) General ( ) EWS ( ) OBC ( ) ST ( ) SC
11b. Verify Category *	(●) General ( ) EWS ( ) OBC ( ) ST ( ) SC
12. Nationality *	Citizen of India
13. Identification Marks*	MOLE ON RIGHT CHEEK
14a. Are you a Person with Benchmark Disability? *	( ) Yes (●) No
14b. Type of Disability	--Select--

NOTE
VH: Blindness and low vision.
HH: Deaf and hard of hearing.
OH: Locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy.
Others: Autism, intellectual disability, specific learning disability and mental illness, multiple disabilities from amongst persons under the above mentioned clauses including deaf-blindness.

14c. Disability Certificate Number	
15a. Permanent Address *	SAMPLE PERMANENT ADDRESS
15b. State/ UT *	Delhi
15c. District *	New Delhi
15d. PIN Code *	110001
16. Is Present Address same as Permanent Address?	( ) Yes (●) No
17a. Present Address *	SAMPLE PRESENT ADDRESS
17b. State/ UT *	Delhi
17c. District *	Central Delhi
17d. PIN Code *	110003
18. Contact details for other nationals	

Previous | Save | Next | Reset | Close

Staff Selection Commission
Block No-12, CGO Complex, Lodhi Road, New Delhi-110003

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Annexure-IIIA (4/4)

PHOTO AND SIGNATURE

Edit

19. Upload Photo *
Allowed File Size: 20 KB to 50 KB
Format: JPEG/ JPG
Image Size: About 3.5 cm (width) x 4.5 cm (height)

Change Photo

SAMPLE NAME 29/06/2020



20. Upload Signature *
Allowed File Size: 10 KB to 20 KB
Format: JPEG/ JPG
Image Size: About 4.0 cm (width) x 2.0 cm (height)

Change Signature



Note 1. Photograph file should be in JPEG/ JPG format and the size should be between 20KB and 50KB. Image dimension should be about 3.5 cm (width) x 4.5 cm (height). Photo should be without cap, spectacles, both ears should be visible and should not be more than three months old.

Note 2. Signature file should be in JPEG/ JPG format and the size should be between 10KB and 20KB. Image dimension should be about 4.0 cm (width) x 2.0 cm (height).

Note 3. Please save and take a draft printout of the information provided and check these details CAREFULLY before final submission.

Previous | Save | Reset | Draft Print

Declaration : I hereby declare that the information given by me in this form is true, complete and correct to the best of my knowledge and belief. I understand that in the even of any information being found false or incorrect at any stage,my candidature/appointment is liable to be cancelled/terminated.

☐ I Agree.

Final Submit | Close

Staff Selection Commission
Block No-12, CGO Complex, Lodhi Road, New Delhi-110003

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Annexure-IV

Part-II (Online Application Form)

1. Login to online system through your Registration Number and password on the website of the Commission (https://ssc.nic.in).
2. Click 'Apply' link in '**Junior Hindi Translator, Junior Translator and Senior Hindi Translator Examination 2020**' section under 'Latest Notifications' tab.
3. Information in columns at S No-1 to 14 will be automatically filled from your One-Time Registration data which is non-editable. However, if you want to modify any of One-Time Registration details, click on 'Modify Registration' tab provided at the left hand top corner of your login screen and make suitable corrections before proceeding further.
4. S No-15: Give your preference for Examination Centers. You may choose examination Centers within the same Region. Choice for all the three Centers must be given in the order of preference.
5. S No-16: If you are an ex-serviceman, fill up the required information. Wards of servicemen/ ex-servicemen are not treated as ex-servicemen.
6. S No-17: If you are suffering from Cerebral Palsy, click 'Yes'.
7. S No-17.1 to 17.4: If you are eligible for availing the facility of scribe as per Para-7 of the Notice of examination, provide information about the requirement of scribe.
8. S No-18: If you are seeking age relaxation, select appropriate age-relaxation category.
9. S No-19: Indicate your highest qualification.
10. S. No. 20 to 23: Fill up details of qualifying Educational Qualifications and experience, if any.
11. S No-24: Please see Notice of Examination, Para No: 19 and fill up accordingly.
12. S No-25 to 27: Information with regard to Present and Permanent Address will be filled up automatically from the One-Time Registration data.
13. Information with regard to Photo and Signature will be filled up automatically from the one-Time Registration data.
14. If you want to modify any entry of the One-Time Registration data, refer to S. No. 3 above.
15. Go through the declaration carefully and click on "I agree" check box if you accept the same. Fill up Captcha code.
16. Preview and verify the information provided by you. If you want to modify any entry, click on 'Edit/ Modify' button and make requisite corrections before proceeding further. When you are satisfied that the information is correctly filled, preview and verify the information and submit the Application. You will not be able to make any correction in the online application after submission of the application.
17. Proceed to make fee payment if you are not exempted from payment of fee.
18. Fee can be paid through BHIM UPI, Net Banking or by using Visa, mastercard, Maestro, RuPay Credit or Debit card or in cash at SBI Branches by generating SBI Challan. Refer Para-10 of the Notice of Examination for further information on the payment of fee.
19. When application is successfully submitted, it will be accepted 'Provisionally'. Candidate should take printout of the application form for their own records. Printout of the 'Application Form' is normally not required to be submitted to the Commission at any stage.

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Annexure-IVA (1/3)

Junior Hindi Translator, Junior Translator and Senior Hindi Translator Examination, 2020

Instructions

PLEASE BE VERY CAREFUL WHILE FILLING THE APPLICATION FORM

1. Candidate's Name: (As per the Matriculation Certificate)	SAMPLE NAME
2. New / Changed Name:	
3. Father's Name:	SAMPLE FATHER NAME
4. Mother's Name:	SAMPLE MOTHER NAME
5. Date of Birth (DD/MM/YYYY) (As per the Matriculation Certificate):	01/07/1996
6. Age as on 01/01/2021:	24.6
7. Gender:	Male
8. Category:	UR
9. Whether Person with Disability (PwD)? :	No
9.1. If Yes, Type of Disability:	
10. Nationality:	Citizen of India

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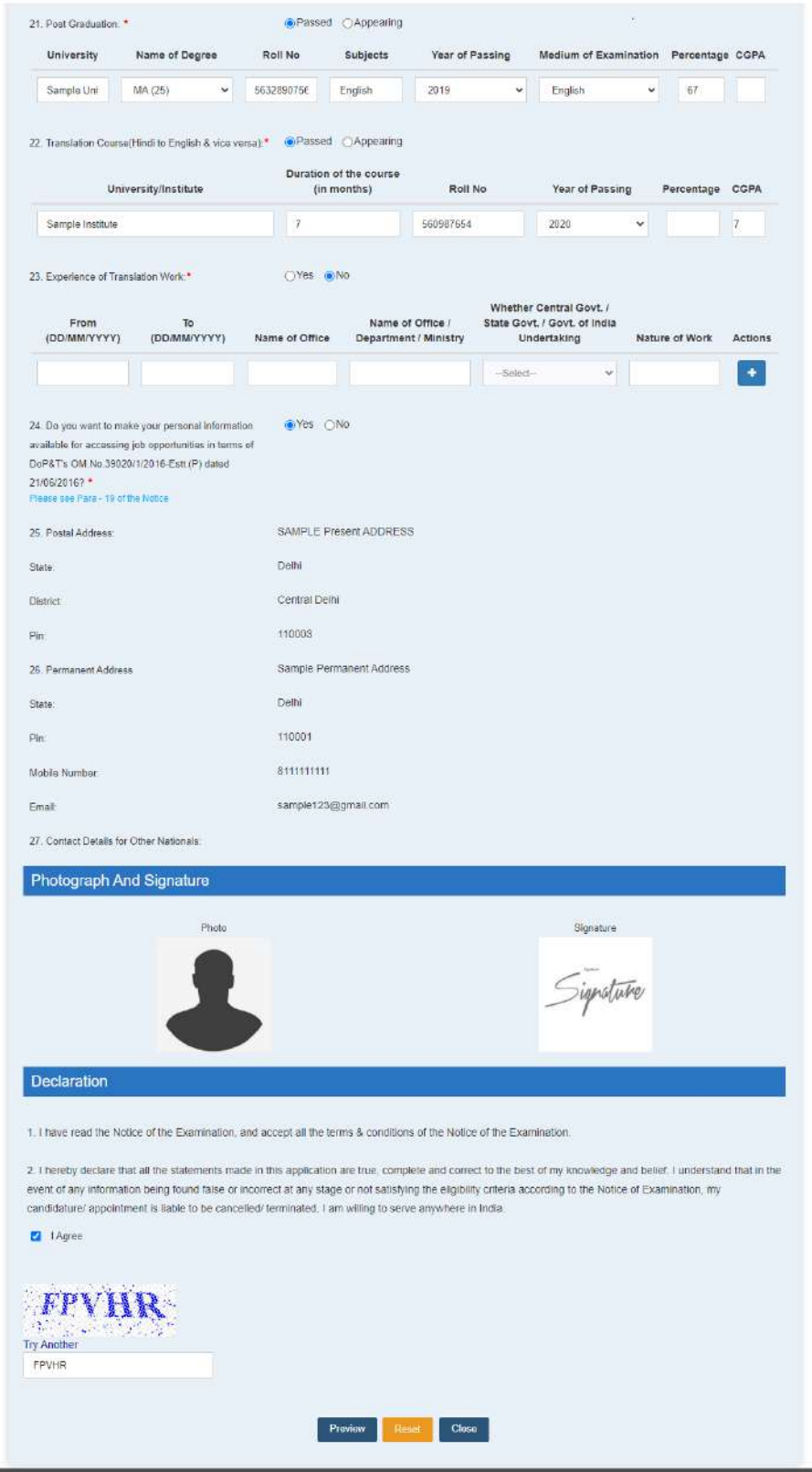
11. Mark of Visible Identification:	MOLE ON RIGHT CHEEK
12. Matriculation (10th Class) Examination Board:	Central Board of Secondary Education (CBSE)
13. Matriculation (10th Class) Roll No.:	2389457600
14. Matriculation (10th Class) Year of Passing:	2012
15. Preference of Examination Centres: *	KKR-Thiruvanantha / KKR-Bengaluru(900 / KKR-Kochi(9204)
16. Whether Ex-Serviceman (ESM)? :*	○ Yes ◉ No
16.1. Date of Discharge from Armed Forces (DD/MM/YYYY):	
16.2. Have you already joined a civil post by availing benefit of reservation for Ex-Serviceman (ESM) : Please refer to the Notice of Examination, Para - 5.6	○ Yes ○ No
16.3. Date of Joining on Civil Post (DD/MM/YYYY):	
16.4. For Ex-Serviceman, Length of Service in Armed Forces (In Years):	
17. Whether suffering from Cerebral-Palsy:	○ Yes ○ No
17.1. Do you have a physical limitation to write and Scribe is required to write on your behalf (Certificate to this effect from the Chief Medical Officer/ Civil Surgeon/ Medical Superintendent of a Government Health Care institution as per Notice of the Examination, would be required at the time of Examination.)?:	○ Yes ○ No
17.2. Whether scribe is required?: Please see Para - 7 of the Notice	○ Yes ○ No
17.3. Will you make your own arrangement of Scribe?:	○ Yes ○ No
17.4. If Scribe is to be arranged by SSC, then indicate medium:	Please Select
18. Whether seeking Age Relaxation? :*	○ Yes ◉ No
18.1. If Yes, indicate code: Please see Para - 5.2 of the Notice	--Select Age Relaxation Code--
19. Highest Qualification: *	MA (25)

20. Graduation: *

University	Name of Degree	Roll No	Subjects	Year of Passing	Medium of Examination	Percentage	CGPA
Sample Uni	BA (5)	45986754	Hindi Englis	2017	English	89	

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Annexure-IVA (3/3)



21. Post Graduation: * ◉Passed ○Appearing

University	Name of Degree	Roll No	Subjects	Year of Passing	Medium of Examination	Percentage	CGPA
Sample Uni	MA (25)	5632890756	English	2019	English	67	

22. Translation Course(Hindi to English & vica versa):* ◉Passed ○Appearing

University/Institute	Duration of the course (in months)	Roll No	Year of Passing	Percentage	CGPA
Sample Institute	7	560987654	2020		7

23. Experience of Translation Work:* ○Yes ◉No

From (DD/MM/YYYY)	To (DD/MM/YYYY)	Name of Office	Name of Office / Department / Ministry	Whether Central Govt. / State Govt. / Govt. of India Undertaking	Nature of Work	Actions
				--Select--		+

24. Do you want to make your personal information available for accessing job opportunities in terms of DoP&T's OM No.39020/1/2016-Estt (P) dated 21/06/2016? * ◉Yes ○No

Please see Para - 19 of the Notice

25. Postal Address: SAMPLE Present ADDRESS

State: Delhi

District: Central Delhi

Pin: 110003

26. Permanent Address: Sample Permanent Address

State: Delhi

Pin: 110001

Mobile Number: 8111111111

Email: sample123@gmail.com

27. Contact Details for Other Nationals:

Photograph And Signature

Photo

Signature

Declaration

1. I have read the Notice of the Examination, and accept all the terms & conditions of the Notice of the Examination.

2. I hereby declare that all the statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect at any stage or not satisfying the eligibility criteria according to the Notice of Examination, my candidature/ appointment is liable to be cancelled/ terminated. I am willing to serve anywhere in India.

☑ I Agree

Try Another

FPVHR

Preview Reset Close

Staff Selection Commission

Block No-12, CGO Complex, Lodhi Road, New Delhi-110003

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ANNEXURE-V

FORM OF CERTIFICATE FOR SERVING DEFENCE PERSONNEL

I hereby certify that, according to the information available with me (No) _____(Rank)_____(Name)_____ is due to complete the specified term of his engagement with the Armed Forces on the (Date) _____

(Signature of Commanding Officer)

Office Seal

Place:

Date:

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ANNEXURE-VI

UNDERTAKING TO BE GIVEN BY THE EX-SERVICEMEN

I ……., bearing Roll No…….,

appearing for the Document Verification of the ……

Examination, 20……., do hereby undertake that:

(a) I am entitled to the benefits admissible to Ex-Servicemen in terms of the Ex-Servicemen Re-employment in Central Civil Services and Posts Rules, 1979, as amended from time to time.

(b) I have not joined the Government job on civil side (including Public Sector Undertakings, Autonomous Bodies/ Statutory Bodies, Nationalized Banks, etc.) in Group 'C' and 'D' posts on regular basis after availing of the benefits of reservation given to ex-serviceman for re-employment; or

(c) I have availed the benefit of reservation as ex-serviceman for securing Government job on civil side. I have joined as ……on…… in the office of …… I hereby undertake that I have submitted the self-declaration/ undertaking to my current employer about date wise detail of the application for the above mentioned examination for which I had applied for before joining the present civil employment; or

(d) I have availed the benefit of reservation as ex-serviceman for securing Government job on civil side. I have joined as ……on…… in the office of ……. Therefore, I am eligible for age-relaxation only;

I hereby declare that the above statements are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect at any stage, my candidature/ appointment is liable to be cancelled/ terminated.

Signature:	.....
Name:	…….
Roll Number:	.....
Date:	…….
Date of appointment in Armed Forces:	…….
Date of Discharge:	…….
Last Unit/ Corps:	…….
Mobile Number:	…….
Email ID:	…….

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ANNEXURE-VII

FORMAT FOR SC/ ST CERTIFICATE

The form of certificate to be produced by Scheduled Castes and Scheduled Tribes candidates applying for appointment to posts under Government of India

This is to certify that Shri/ Shrimati /Kumari*_____son/daughter of _____of village/town/* _____District/Division* _____of the State/Union Territory* _____belongs to the_____caste/ Tribes* which is recognized as a Scheduled Castes/Scheduled Tribes* under:-

@The Constitution (Scheduled Castes) Order, 1950
@The Constitution (Scheduled Tribes) Order, 1950
@The Constitution (Scheduled Castes) Union Territories Order, 1951
@The Constitution (Scheduled Tribes) Union Territories Order, 1951

[As amended by the Scheduled Castes and Scheduled Tribes Lists(Modification) order, 1956, the Bombay Reorganization Act, 1960 & the Punjab Reorganization Act, 1966, the State of Himachal Pradesh Act 1970, the North-Eastern Area(Reorganization) Act, 1971; the Scheduled Castes and Scheduled Tribes Order(Amendment) Act, 1976, the State of Mizoram Act, 1986, the State of Arunachal Pradesh Act, 1986 and the Goa, Daman and Diu (Reorganisation) Act, 1987.]

@ The Constitution (Jammu & Kashmir) Scheduled Castes Order, 1956
@The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled Tribes order (Amendment Act), 1976.
@The Constitution (Dadra and Nagar Haveli) Scheduled Castes order 1962.
@The Constitution (Dadra and Nagar Haveli) Scheduled Tribes Order 1962.
@The Constitution (Pondicherry) Scheduled Castes Order 1964
@The Constitution (Uttar Pradesh) Scheduled Tribes Order, 1967
@The Constitution (Goa, Daman & Diu) Scheduled Castes Order, 1968
@The Constitution (Goa, Daman & Diu) Scheduled Tribes Order 1968
@ The Constitution (Nagaland) Scheduled Tribes Order, 1970
@The Constitution (Sikkim) Scheduled Castes Order 1978
@ The Constitution (Sikkim) Scheduled Tribes Order 1978
@The Constitution (Jammu & Kashmir) Scheduled Tribes Order 1989
@ The Constitution (SC) orders (Amendment) Act, 1990
@The Constitution (ST) orders (Amendment) Ordinance 1991
@ The Constitution (ST) orders (Second Amendment) Act, 1991
@ The Scheduled Castes and Schedules Tribes Orders (Amendment) Act, 2002
@The Constitution (Scheduled Castes) Order (Amendment) Act, 2002
@The Constitution (Scheduled Castes and Scheduled Tribes) Orders (Amendment) Act, 2002
@The Constitution (Scheduled Castes) Orders (Second Amendment) Act, 2002

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%2. Applicable in the case of Scheduled Castes/ Scheduled Tribes persons who have migrated from one State/Union Territory Administration to another.

This certificate is issued on the basis of the Scheduled Castes/ Scheduled Tribes certificate issued to Shri/Shrimati*_____Father/mother of Shri/Srimati/Kumari*_____ of village/town*_____in District/Division*_____of the State/Union Territory*_____who belong to the Caste/Tribe* which is recognized as a Scheduled Caste/Scheduled Tribe in the State/Union Territory* of _____ issued by the_____dated_____

%3. Shri/Shrimati/Kumari*_____ and /or * his/her family ordinarily reside(s) in village/ town*_____ of _____District/ Division* of the State/ Union Territory* of _____.

Signature _____

**Designation _____

(with seal of office)
State/ Union Territory*

Place:_____
Date:_____

*Please delete the words which are not applicable
@ Please quote specific presidential order
% Delete the paragraph which is not applicable.

NOTE: The term ordinarily reside(s) used here will have the same meaning as in section 20 of the Representation of the People Act, 1950.

** List of authorities empowered to issue Scheduled Caste/Scheduled Tribe Certificates :

(i) District Magistrate/ Additional District Magistrate/ Collector/ Deputy Commissioner/ Additional Deputy Commissioner/ Dy.Collector/ Ist Class Stipendiary Magistrate/ +Sub-Divisional Magistrate/ Taluka Magistrate/ Executive Magistrate/ Extra Assistant Commissioner.
+ (not below of the rank of 1st Class Stipendiary Magistrate).

(ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.

(iii) Revenue Officers not below the rank of Tehsildar.

(iv) Sub-Divisional Officers of the area where the candidate and/or his family normally resides.

(v) Administrator/ Secretary to Administrator/ Development Officer (Lakshadweep).

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ANNEXURE-VIII

(FORMAT OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA)

This is to certify that Shri / Smt. / Kumari _____ son/daughter of_____ of village/town _____in District/Division_____ in the State/Union Territory_____ belongs to the_____ Community which is recognized as a backward class under the Government of India, Ministry of Social Justice and Empowerment's Resolution No. _____ dated_____*.

Shri/Smt./Kumari ---------- and/or his/her family ordinarily reside(s) in the----------District/Division of the----------State/Union Territory. This is also to certify that he/she does not belong to the persons/sections (Creamy Layer) mentioned in Column 3 of the Scheduled to the Government of India, Department of Personnel & Training O.M. No. 36012/22/93-Estt (SCT) dated 8.9.1993, O.M. No. 36033/3/2004-Estt. (Res) dated 9th March, 2004, O.M. No.36033/3/2004-Estt. (Res) dated 14th October, 2008 and O.M. No. 36033/1/2013-Estt. (Res) dated 27th May, 2013**.

Signature----------

Designation----------$

Dated:

Seal

---

*- The authority issuing the certificate may have to mention the details of Resolution of Government of India, in which the caste of the candidate's is mentioned as OBC.

**- As amended from time to time.

$- List of Authorities empowered to issue Other Backward Classes certificate will be the same as those empowered to issue Scheduled caste/ Scheduled Tribe Certificates.

Note: The term "Ordinarily" used here will have the same meaning as in Section 20 of the Representation of the People Act,1950.

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Annexure-IX

Government of .....

(Name & Address of the authority issuing the certificate)

INCOME & ASSEST CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS

Certificate No. _____ Date _____

VALID FOR THE YEAR_____

This is to certify that Shri/Smt./Kumari _____son/daughter/wife of _____permanent resident of _____, Village/Street_____Post Office_____District_____in the State/ Union Territory_____Pin Code_____Whose photograph is attested below belongs to Economically Weaker Sections, since the gross annual income* of his/ her 'family'** is below Rs. 8 Lakh (Rupees Eight Lakh only) for the financial year _____ His/ her family does not own or possess any of the following assets *** :

I. 5 acres of agricultural land and above;
II. Residential flat of 1000 sq. ft. and above;
III Residential plot of 100 sq. yards and above in notified municipalities;
IV Residential plot of 200 sq. yards and above in areas other than the notified municipalities.

2. Shri/Smt./Kumari_____belongs to the _____caste which is not recognized as a Scheduled Caste, Scheduled Tribe and Other Backward Classes (Central List).

Signature with seal of Office_____

Name_____

Designation_____

Recent Passport size attested photograph of the applicant

*Note 1: Income covered all sources i.e. salary, agriculture, business, profession etc.

** Note 2: The term 'Family' for this purpose include the person, who seeks benefit of reservation, his/ her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years.

***Note 3: The property held by a "Family" in different locations or different places/cities have been clubbed while applying the land or property holding test to determine EWS status.

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ANNEXURE-X

Form-V

Certificate of Disability

(In cases of amputation or complete permanent paralysis of limbs or dwarfism and in case of blindness) [See rule 18(1)]

(Name and Address of the Medical Authority issuingthe Certificate)

Recent passport size attested photograph (Showing face only) of the person with disability.

Certificate No. Date:

This is to certify that I have carefully examined Shri/Smt./Kum. _____son/wife/daughter of Shri _____ _____Date of Birth (DDMM/YY) _____ Age _____years,male/female - _____ registration No _____permanent resident ofHouse No. _____Ward/Village/Street____ _____Post Office _____ District _____State _____, whose photograph is affixed above, and am satisfiedthat:

(A) he/she is a caseof:

- locomotor disability
- dwarfism
- blindness

(Please tickas applicable)

(B) the diagnosis in his/her case is _____

(C) he/she has _____ % (in figure) _____ percent (in words) permanent locomotor disability/dwarfism/blindness in relation to his/her _____ (part of body) as per guidelines (.....number and date of issue of the guidelines to be specified).

2. The applicant has submitted the following document as proof of residence:-

Nature of Document	Date of Issue	Details of authority issuing certificate

(Signature and Seal of Authorised Signatory of notified Medical Authority)

Signature/thumb impression of the person in whose favour certificate of disability is issued

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ANNEXURE-XI

Form - VI
Certificate of Disability
(In cases of multiple disabilities)
[See rule 18(1)]
(Name and Address of the Medical Authority issuing the Certificate)

Recent passport size attested photograph (Showing face only) of the person with disability

Certificate No Date:

This is to certify that we have carefully examined Shri/Smt/Kum _____son/wife/daughter of Shri _____Date of Birth (DD/MM/YY) _____ Age _____ years, male/female _____

Registration No _____ permanent resident of House No _____ Ward/Village/Street _____ Post Office _____ District _____ State _____, whose photograph is affixed above, and am satisfied that:

(A) he/she is a case of Multiple Disability. His/her extent of permanent physical impairment/disability has been evaluated as per guidelines (.....number and date of issue of the guidelines to be specified) for the disabilities ticked below, and is shown against the relevant disability in the table below:

S No	Disability	Affected part of body	Diagnosis	Permanent physical impairment/mental disability (in %)
1.	Locomotor disability	@		
2.	Muscular Dystrophy			
3.	Leprosy cured			
4.	Dwarfism			
5.	Cerebral Palsy			
6.	Acid attack Victim			
7.	Low vision	#		
8.	Blindness	#		
9.	Deaf	£		
10.	Hard of Hearing	£		
11.	Speech and Language disability			
12.	Intellectual Disability			

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13.	Specific Learning Disability			
14.	Autism Spectrum Disorder			
15.	Mental illness			
16.	Chronic Neurological Conditions			
17.	Multiple sclerosis			
18.	Parkinson's disease			
19.	Haemophilia			
20.	Thalassemia			
21.	Sickle Cell disease			

(B) In the light of the above, his/her over all permanent physical impairment as per guidelines (.....number and date of issue of the guidelines to be specified), is as follows :

In figures : - ---------- percent

In words :- ---------- percent

2 This condition is progressive/non-progressive/likely to improve/not likely to improve

3 Reassessment of disability is :

(i) not necessary,

or

(ii) is recommended/after--------- years ---------- months, and therefore this certificate shall be valid till (DD/MM/YY) ----- ----- ------

@ eg Left/right/both arms/legs

eg Single eye

£ eg Left/Right/both ears

4 The applicant has submitted the following document as proof of residence:

Nature of document	Date of issue	Details of authority issuing certificate

5 Signature and seal of the Medical Authority

Name and Seal of Member	Name and Seal of Member	Name and Seal of the Chairperson

Signature/thumb impression of the person in whose favour certificate of disability is issued

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ANNEXURE – XII

Form – VII

Certificate of Disability

(In cases other than those mentioned in Forms V and VI)

(Name and Address of the Medical Authority issuing the Certificate)

(See rule 18(1))

Recent passport size attested photograph (Showing face only) of the person with disability

Certificate No Date:

This is to certify that I have carefully examined

Shri/Smt/Kum_____ son/wife/daughter of Shri _____ Date of Birth (DD/MM/YY)_____ _____ ____ Age _____ years, male/female _____ Registration No _____ permanent resident of House No _____ Ward/Village/Street _____ Post Office _____ District _____ State _____, whose photograph is affixed above, and am satisfied that he/she is a case of _____ disability His/her extent of percentage physical impairment/disability has been evaluated as per guidelines (……number and date of issue of the guidelines to be specified) and is shown against the relevant disability in the table below:

S No	Disability	Affected part of body	Diagnosis	Permanent physical impairment/mental disability (in %)
1.	Locomotor disability	@		
2.	Muscular Dystrophy			
3.	Leprosy cured			
4.	Cerebral Palsy			
5.	Acid attack Victim			
6.	Low vision	#		
7.	Deaf	€		
8.	Hard of Hearing	€		
9.	Speech and Language disability			
10.	Intellectual Disability			
11.	Specific Learning			

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	Disability			
12.	Autism Spectrum Disorder			
13.	Mental illness			
14.	Chronic Neurological Conditions			
15.	Multiple sclerosis			
16.	Parkinson's disease			
17.	Haemophilia			
18.	Thalassemia			
19.	Sickle Cell disease			

(Please strike out the disabilities which are not applicable)

2 The above condition is progressive/non-progressive/likely to improve/not likely to improve

3 Reassessment of disability is:

(i) not necessary, or

(ii) is recommended/after _____ years _____ months, and therefore this certificate shall be valid till (DD/MM/YY) ____ ____ ____

@ - eg Left/Right/both arms/legs

- eg Single eye/both eyes

€ - eg Left/Right/both ears

4 The applicant has submitted the following document as proof of residence:

Nature of document	Date of issue	Details of authority issuing certificate

(Authorised Signatory of notified Medical Authority)
(Name and Seal)

Countersigned
{Countersignature and seal of the
Chief Medical Officer/Medical Superintendent/
Head of Government Hospital, in case the
Certificate is issued by a medical authority who is
not a Government servant (with seal)}

Signature/thumb impression of the person in
whose favour certificate of disability is issued

Note: In case this certificate is issued by a medical authority who is not a Government servant, it shall be valid only if countersigned by the Chief Medical Officer of the District

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ANNEXURE - XIII

Essential Educational Qualification Code

Educational Qualification	Code
Certificate in Translation	03
Diploma in Translation	04
BA	05
BA (Hons.)	06
B. Com.	07
B.Com. (Hons.)	08
B.Sc.	09
B.Sc. (Hons.)	10
B. Ed.	11
LLB	12
BE	13
B. Tech	14
AMIE (Part A & Part B)	15
B.Sc. (Engg.)	16
BCA	17
BBA	18
Graduation issued by Defence (Indian Army, Air Force, Navy)	19
B. Lib.	20
B. Pharm.	21
ICWA	22
CA	23
PG Diploma	24
MA	25
M.Com.	26
M. Sc.	27
M.Ed.	28
LLM	29
ME	30
M. Tech.	31
M. Sc. (Engg.)	32
MCA	33
MBA	34
Others	35

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Annexure-XIV

Physical Efficiency Test, Physical and Medical Standard for the Post of Junior Translator in Border Roads Organization (BRO)

1 **Physical Efficiency Test**

(i) Criteria for Physical Efficiency Tests are placed as '**Schedule-I'** of the Notification. The Physical Efficiency Tests will be conducted at GREF Centre or respective Recruitment Centre as applicable, by a Board of Officers, detailed by the Headquarters, Director General Border Roads.

2 **Physical Standards** Region wise requirement of Physical Standards of personnel for recruitment in GREF (Border Roads Organization) is placed as '**Schedule-II'** of the Notification.

3 (A) **Medical Standards** The specified Medical Standards are requirement for recruitment of candidates for their service in GREF (BRO) as per their job profile, charter of duties and anticipated deployment, including extreme remote areas, high altitude areas and difficult areas of hilly terrain etc. Medical Standards have been specified in '**Schedule-III'** of the Notification.

(B) **Medical Examination & Medical Tests:** Medical examination and medical tests will be carried out as per guidelines of this Notification for each provisionally selected candidate. The Medical Examination will be carried out by a Medical Board nominated by HQ DGBR. The guidelines to be followed for conduct of Medical Examination and the procedure for declaring candidates as Temporary or Permanent UNFIT are enumerated in succeeding sub-paras:

(i) After detailed checking of all documents, Officer-In-Charge Recruiting Section will handover medical papers (duly affixed with passport size photograph) of selected candidates to Medical Board of respective Recruitment Centre, including GREF Centre, and the candidates will report as per schedule decided. Medical examination of provisionally selected candidates will be carried out by two Medical Officers at each Recruitment Centre including GREF Centre.

(ii) Recruitment Medical Board will examine the medical fitness of the candidates as per guidelines of this Notification.

(iii) Candidates found medically fit or unfit will be informed of their medical result by the **Medical Board** themselves so that the candidates are clear about their position.

(iv) Where the medical officer needs the opinion of a Specialist, the case will be referred to Military Hospital or any service/ Army Hospitals in proximity of **respective Recruitment Centre or GREF Centre.** Based on the day of the OPD of concerned Specialist, doctor would personally brief the candidate about the conduct of medical examination at Military Hospital and subsequent procedure.

(v) Medical papers in respect of fit and unfit candidates will be given to Recruiting Section/ Mobile Regional Recruitment Team by MI Room after completion of medical examination preferably on the same day of medical examination but not later than 5 days from the date of examination.

(vi) Details about cases referred to Military Hospitals or any Service/ Army Hospitals will also be informed by Medical Board to Recruiting Section simultaneously.

(vii) Referred cases returned by Medical Specialist duly reviewed by concerned Specialist will be disposed of by Regimental Medical Officer expeditiously according to the remarks of Specialist and Recruiting Section be informed simultaneously by Regimental Medical Officer.

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(viii) **Temporarily Unfit:** Candidates declared temporarily UNFIT will be divided in two categories:

(a) **Temporarily Unfit due to Medical Reasons:** Candidates who are declared Temporary UNFIT due to medical reasons will be informed of their disability in writing by Medical Board and Officer-In-Charge Recruiting or Board of Officer or Mobile Regional Recruitment Team. Such candidates have a right to appeal against the medical examination conducted by the Recruitment Centre Medical Board and such appeal should be made within the period of 60 days from the date of being declared temporarily unfit initially by the Medical Board of Recruitment Centre. Such candidates should report for medical examination by Specialist 05 (five) days in advance with an appeal and will be referred to concerned Specialist of nearest Military Hospital/ Service Hospital on Review Certificate in duplicate. Such candidates will not be required to deposit Rs 40/- as fees for re-medical examination. If such candidates are found UNFIT again on review, no further chance will be given for re-medical examination and their candidature shall stand cancelled automatically. After re-medical examination, if candidates are found FIT, the whole process of induction shall be completed within a period of six months from the date of initial medical examination. In case induction is not completed within a period of six months from the date of initial medical examination, candidature of such a candidate for recruitment shall stand cancelled automatically, where delay is due to acts attributable to the candidate himself.

(b) **Temporarily Unfit for being Below Physical Standards:** Candidates declared Temporary UNFIT due to physical standards will also be informed of their disability or shortcoming in writing by the Medical Board and Officer-In-Charge Recruiting or Board of Officer or Mobile Regional Recruitment Team. Candidates protesting in writing against Physical measurements will be once again measured by Medical Board of Recruitment Centre in the presence of Commandant or Officer-In-Charge Recruiting in case Medical Examination is carried out at GREF Centre and in the presence of Board of Officers in case it is carried out at Mobile Regional Recruitment Team Centre within 24 hrs of the Medical Examination. Candidates declared Temporary UNFIT for being Below Physical Standards in weight or Chest measurement only will be given a reasonable time not exceeding two months from the date of initial Medical Examination for attaining the desired standards. After re-measurement, if candidate is found FIT the whole process of induction shall be completed within a period of six months from the date of initial medical examination. In case induction is not completed within a period of six months from the date of initial medical examination, candidature of such a candidate for recruitment shall stand cancelled automatically, where delay is due to acts attributable to the candidate himself.

(ix) **Permanently Unfit:** Candidates declared Permanent UNFIT also will be divided in two categories:

(a) **Permanently Unfit due to medical reasons:** Candidates who are declared Permanent UNFIT by the Medical Board will be informed of their disability in writing by the Medical Board and Officer-In-Charge Recruiting or Board of Officers. Such candidates have a right to appeal against the present medical examination within a period of 60 days of their being declared permanently unfit. In case such candidates should report at GREF Centre or Recruitment Zone 05 (Five) days in advance with

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an appeal for re-medical examination, the Medical Board will refer such candidates to the nearest service hospital on Review certificate in duplicate. Such candidates will be required to deposit a sum of Rs 40/- in Govt. treasury at SBI before the re-medical examination by the service Specialist is done. All such cases which are declared UNFIT again on review by the concerned Specialist, will not be given any further chance for re-medical Examination/ Review and their candidature shall stand cancelled automatically. After re-medical examination, if candidates are found FIT, the whole process of induction shall be completed within a period of six months from the date of initial medical examination. In case induction is not completed within a period of six months from the date of initial medical examination, candidature of such a candidate for recruitment shall stand cancelled automatically, where delay is due to acts attributable to the candidate himself.

(b) **Permanently Unfit for being Below Physical Standards:** For candidates declared Permanent UNFIT by Medical Board due to being below physical standards with respect to height, no appeal can be made against physical measurements. However candidates protesting against physical measurements will be once again measured by Medical Board in presence of Officer-In-Charge Recruiting or Commandant GREF Centre or Board of Officers or Mobile Regional Recruitment Team (MRRT) as the case may be on the very same day.

(x) **Visual standards:** Visual acuity not less than 6/12 each eye or Right eye 6/6, Left 6/24. Corrective spectacles are permitted during the visual test. Unaided vision in case of corrected vision will not be below 6/60 in each eye and on correction will be same as laid down for other recruits.

(xi) **Surgery:** Any candidate who have recently undergone abdominal surgery (e.g.: in Hernia, Muscle defect, Nephrolithotomy, Cholelithiasis, Cholecystotomy) are liable to be made Unfit for one year as per existing rules. However, the provision of medical appeal for permanent unfit cases remains the same i.e. within 2 months. In such cases same criterion as for eye surgery cases should be followed as above.

(C) **Medical Fitness:** Notwithstanding anything contained in these rules, only those persons who are medically fit shall be eligible for appointment under the provisions of these rules.

(i) Border Roads Organisation is a Central Govt. Organisation with all India transferable liabilities. BRO is governed by Central Civil Services Rules. However, certain provisions of Army Act-1950 are also applicable to members of the Force.

(ii) The final selection of the candidates selected by Staff Selection Commission and GREF Centre will be subject to pass the Medical fitness test. Medical Board detailed by Headquarters Director General Border Roads will carry out the medical fitness test of the candidates declared selected by SSC and GREF Centre.

(iii) Candidates declared medically 'FIT' by the Medical Board, will be inducted in General Reserve Engineer Force (BRO) subject to fulfillment of all other criteria and have to undergo initial training at GREF Centre, Dighi Camp, Pune-15.

(iv) After imparting training at GREF Centre, they will be posted anywhere in India as per available vacancies.

4 **Cancellation of candidature:** If any, candidate is absent on the date of reporting for Medical Examination or during Medical Examination or does not report for Medical Review within prescribed time

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limit, his candidature shall be cancelled automatically. No representation/ appeal in this regard will be entertained by the department.

5 **Power to relax rules:** Where the Central Government is of the opinion that it is necessary or expedient so to do, it may, by order and for reason to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons.

6 **Saving:** Nothing in these rules shall effect reservation, relaxation of age-limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, Ex-serviceman and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.

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Schedule-I

PHYSICAL EFFICIENCY TEST (FOR GROUP 'B' NON-GAZETTED POSTS)

S No	ACTIVITY	MAXIMUM MARKS	TIME AVAILABLE
1.	ONE MILE RUN	ONLY PASSING THE TEST IS MANDATORY	10 MINUTES

NOTE : (i) ONE MILE RUN TO BE COMPLETED WITHIN THE SPECIFIED TIME.

(ii) CANDIDATES QUALIFYING THROUGH STAFF SELECTION COMMISSION WILL HAVE TO MANDATORILY PASS THE TEST IN ONE MILE RUN TO BE HELD AT GREF CENTRE, PUNE TO UNDERGO FURTHER MEDICAL EXAMINATION.

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Schedule-II

REGION-WISE PHYSICAL STANDARDS OF PERSONNEL

S/ No	Region	States/Region included	Physical Standards		
			Minimum Height	Chest	Minimum Weight
(a)	Western Himalayan	J&K, Himachal Pradesh, Punjab Hills (Area South and west of the Inter State Border between Himachal Pradesh and Punjab and North and East of Road of Mukerian Hoshiarpur, Garh Shankar, Ropar and Chandigarh), Uttarakhand	158 Cms	Minimum 75 Cm (Unexpanded) and expansion by 5 Cm	47.5 Kgs
(b)	Eastern Himalayan Region	Sikkim, Nagaland, Arunachal Pradesh, Manipur, Tripura, Mizoram, Meghalaya, Assam & Hill region of West Bengal (Darjeeling and Kalimpong districts and Andaman Nicobar)	152 Cms	Minimum 75 Cm (Unexpanded) and expansion by 5 Cm	47.5 Kgs
(c)	West Plain Region	Punjab, Haryana, Chandigarh, Delhi, Rajasthan, Western UP	162.5 Cms	Minimum 76 Cm (Unexpanded) and expansion by 5 Cm	50 Kgs
(d)	Eastern Plain	Eastern UP, Bihar, West Bengal & Orissa and Jharkhand	157 Cms	Minimum 75 Cm (Unexpanded) and expansion by 5 Cm	50 Kgs
(e)	Central Region	Gujrat, Maharastra and Madhya Pradesh, Dadar Nagar & Haveli, Daman & Diu and Chaattisgarh	157 Cms	Minimum 75 Cm (Unexpanded) and expansion by 5 Cm	50 Kgs
(f)	Southern Region	Andhra Pradesh, Karnataka, Tamil Nadu, Kerala, Goa and Pondicherry, Telangana	157 Cms	Minimum 75 Cm (Unexpanded) and expansion by 5 Cm	50 kgs
(g)	Relaxation to sons of serving/ Ex-GREF personnel)		2 Cms	1 Cm	2 Kgs
(h)	Relaxation in DD cases (this will be applicable to own son adopted son and not any other relative		2 Cms	1 Cm	2 Kgs
(j)	Gorkhas (Indian Domicile)		152 Cms	Minimum 75 Cm (Unexpanded) and expansion by 5 Cm	47.5 Kgs

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Schedule-III

MEDICAL STANDARDS OF RECRUITMENTS FOR GREF

General

1 Every recruit must be sufficiently intelligent, free from nervous instability and be in possession of sound health. He shall have no constitutional or acquired disability as may in the opinion of Recruiting Medical Officer render him unfit for duties, in the organization, particularly at high altitude and hard areas.

General examination

2 It is absolutely essential in all cases to have the recruits stripped while carrying out medical examination. Due regard be paid to privacy and decency. It is not sufficient that the clothing be only partially removed. An underwear may be permitted except when the examination is being carried out involving private parts. Every part of the body must be examined and if a recruit does not submit to this even after persuasion, he will be rejected. Permanent body tattoos are only permitted on inner face of forearms i.e. from inside of elbow to the wrist and on the reverse side of palm/ back (dorsal) side of hand. However, in case of an obscene, vulgar or objectionable tattoo, the DDG (Pers)/ Comdt GREF Centre will take a final decision on acceptability/ unacceptability of such tattoo. The decision of the DDG (Pers)/ Comdt GREF Centre in the matter shall be final. Permanent body tattoos on any other part of the body is not acceptable and candidate will be barred from further screening.

Responsibility for physical fitness

3 The examining Medical Board is responsible for checking the physical fitness of the recruits, the likelihood of their physical development and for their identification marks. The Board will also enter on the enrolment form any minor defects insufficient to cause rejection. In the case of fit recruits the Board will make the necessary entry on the enrolment form, the wording used being Fit-category GREF-I and return it to the enrolling officer. The signature of the examining Medical Officer on the enrolment form will be accepted as equivalent to a declaration that he has personally examined the recruit in question according to the existing instructions and that the recruit has no blemish or defect except those noted on the enrolment form. Remarks relating to any defects in the recruit will be endorsed in the medical examiner's own handwriting. When there are no distinctive marks this must be stated.

Medical History Sheet GREF/ MED/ 2A

4 This is a document of great importance which is linked to claims for disability pension on soldier's discharge from the service Medical items in table No 1 of GREF/ MED/ 2A will be completed by the Medical Board GREF/ MED/ 2A.

5 Any failure of officers concerned to give attention to the preparation and maintenance of these documents, and inaccuracy in or insufficiency of the entries therein may cause considerable delay, much expense and grave injustice to the person recruited. Medical Officers will, therefore, take every care to ensure that all necessary entries are carefully and accurately made at the time of examination.

6 Marks and small defects are to be noted concisely and clearly in the space allotted for the purpose in order to facilitate the men's future identification. Special attention should always be drawn to any defects which may influence decision on possible claims for pension in the future.

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RULES GOVERNING MEDICAL INSPECTION OF CANDIDATES IN GREF

Principal points in Medical Examination of Candidates

7 Principle points in medical examination of recruits. In the inspection of candidates the principle points to be attended to, are as under:

a) That the candidate is sufficiently intelligent (Any defect may be observed during the examination).
b) That his bearing is good and that there is no sign of disease of ear, nose and throat.
c) That his vision with either eye is up to the required standard, his eyes are bright, clear and with no obvious squint, nystagmus or other abnormality. Movement of eye balls should be full and free in all directions.
d) That his speech is without impediment.
e) That he has no glandular swelling.
f) That his chest is well formed, and that his heart and lungs are sound.
g) That his limbs are well formed, and fully developed.
h) That there is free and perfect action of all the joints.
i) That his feet and toes are well formed.
j) That he has no congenital malformation or defects.
k) That he does not bear traces of previous acute or chronic diseases pointing to an impaired constitution.
l) That he possesses sufficient number of sound teeth for efficient mastication.
m) That he has no disease of the genitor-urinary tract.

Ground for permanent rejection

8 Candidates presenting with following conditions will be rejected:

a) General impaired Constitution with frail health (BMI less than 18).
b) Abnormal Gait.
c) Abnormal Posture (Kyphosis, Scoliosis or Lordosis).
d) Gross physical deformity of chest, (pigeon chest, Barrel shaped chest, pectus excavatum, Harrison's sulcus & joints (Knock knee bow, leg, flat feet etc).
e) Defective Intelligence.
f) Deafness.
g) Pronounced Stammering.
h) Mental and nervous instability includes coarse Digital Tremors, palmar & plantar Hyperhydrosis and Tachycardia (Pulse rate more than 100/ min).

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j) Sexually Transmitted diseases.

k) Any degree of squint or nystagmus.

l) Cases of colour blindness.

m) Corneal Opacities effecting binocular vision of the individual.

n) Perforation of Tympanic membrane.

o) Chronic Suppurative Otitis Media/ Mastoiditis.

p) Loss or decay of teeth to such an extent as to interfere with proper mastication. Dental points less than 14.

q) Chronic Lung Infection.

r) Endocranial Disorder.

s) Cardiac murmur or Hypertension (BP>140/95 mm Hg).

t) Gross degree myopia & cases of corneal surgery for refractive error.

u) Healed fracture with implants or ankylosis of effected joints due to fracture.

v) Any amputation effecting in the working efficiency of individual.

w) Permanent body tattoos are only permitted on inner face of forearms i.e. from inside of elbow to the wrist and on the reverse side of palm/ back (dorsal) side of hand. However, in case of an obscene, vulgar or objectionable tattoo, the DDG (Pers)/ Comdt GREF Centre will take a final decision on acceptability/ unacceptability of such tattoo. The decision of the DDG (Pers)/ Comdt GREF Centre in the matter shall be final. Permanent body tattoos on any other part of the body is not acceptable and candidate will be barred from further screening.

Grounds for Temporary Rejection:

9 Following are the grounds for temporary rejection:

(a) Pterygium

(b) Conjunctivitis

(c) Defective Vision (corrected with glasses, 6/6 in both eyes is acceptable)

(d) Trachoma Grade III

(e) Deviated Nasal Septum

(f) Chronic Tonsillitis

(g) Few decayed teeth (corrected with denture is acceptable)

(h) Pityriasis Versicolor

(j) Tinea Cruis, Scabies, Eczema etc

(k) Planter Warts

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(l) Hydrocele, Hernia, Vericocele

(m) Vericose Veins

(n) Phimosis, Fissure in ano or abscess, Haemorrohoids

(o) Acute infection of respiratory tract

(p) Gynaecomastia

(q) Anaemia

(r) Hepatospleenomegaly

(s) BMI above 30 (Should bring down BMI to below 30 within 3 months will be accepted)

Acceptance of Candidates with Minor Defects:

10 Candidates presenting with mild degree of following defects may be accepted:

(a) Mild Flat Feet but flexible and Hammer toes.

(b) Mild knock knee (Inter malleolic distance 5 cms).

(c) Mild Bow Legs (Inter condylar distance 7 cms).

(d) Mild Degree of Sephena varix.

(e) Slight degree of Vericocele, or undescended testis (Not arrested in inguinal region).

(f) Healed perforation of Ear drums.

(g) Healed Trachoma without residual gross deformity.

(h) Slight stammering.

(j) Mild hyperhydrosis.

(k) Mild degree phimosis or Hypospodiasis.

(l) Perforation in the ear drums which has healed and closed leaving a firm healthy scar (Tympanoplasty done).

(m) Slight curvature of leg.

(n) Slight hammer toe.

(o) Mild degree of varices.

(p) Tenea versicolor (Only after treatment).

(q) DNS (Acceptable after treatment).

(r) Any other slight defects which in the opinion of Recruiting Medical Officer will not interfere with work efficiency of the candidate in future provided the candidate conforms to the prescribed standards in all respects. The mild problem if any

must be recorded in the documents.

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An undertaking from the candidate be taken that there is no past history of seizure, leprosy, diabetes, tuberculosis or HIV infection. All cases of past healed operations carried out will be noted in medical case sheet.

The foregoing relaxation is permissible only in the case of recruit who conform to the prescribed standards of measurements.

Time limit for clearance of any unfit by Higher Reviewing Authority

11 (a) All cases of **permanent unfit** may be reviewed by higher medical authority and should declare him unfit/ fit within 01 month duration since the time of unfit declaration.

(b) All **temporary unfit** cases may be reviewed by higher medical authority within 3 months (90 days) to clear him fit/ unfit since the time of unfit declaration.

12 In all cases where a recruit is suffering from a minor defect is accepted, the Medical Board will fully satisfy themselves that the defect will not, in any way, affect the efficiency of the recruit as a subordinate serving in BRO.

13 Whenever recruits who are suffering from minor defects as mentioned in Para 10 above are accepted, the defects will invariably be noted in the medical history sheet GREF/ MED/ 2A.

14 Recruits suffering from minor health problems of ordinary nature such as simple sores, shoe bite, common cold coughs and similar other minor ailments which usually last only a few days may be accepted. Medical Board before accepting such a recruit must fully satisfy themselves that the disease is likely to be cured in a few days without indoor treatment. Normally, unless the recruit is required to meet some urgent demand which cannot be met readily, he should be advised to get himself treated and come again. If recruit who is suffering from a minor disease of any nature is accepted, no entry need to be made of the disease in the medical history sheet GREF/ MED/ 2A.

15 The decision of the Medical Board in all cases of rejection due to not meeting the required medical standards will be final.

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